



Chief Executive's Department  
Civic Centre  
HARTLEPOOL

11 June, 2018

Councillors C Akers-Belcher, S Akers-Belcher, Barclay, Beck, Belcher, Black, Brown, Buchan, Cassidy, Cook, Cranney, Fleming, Hall, Hamilton, Harrison, Hunter, James, Lauderdale, Lindridge, Little, Loynes, Marshall, McLaughlin, Moore, Dr. Morris, A Richardson, C Richardson, Robinson, Smith, Tennant, Thomas, Trueman and vacancy.

Madam or Sir,

You are hereby summoned to attend the COUNCIL meeting to be held on THURSDAY, 21 JUNE 2018 at 7.00 p.m. in the Civic Centre, Hartlepool to consider the subjects set out in the attached agenda.

Yours faithfully

G Alexander  
Chief Executive

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# COUNCIL AGENDA



**21 June 2018**

**at 7.00 pm**

**in the Council Chamber,  
Civic Centre, Hartlepool.**

- (1) To receive apologies from absent Members;
- (2) To receive any declarations of interest from Members;
- (3) To deal with any business required by statute to be done before any other business;
- (4) To approve the minutes of the last meeting of the Council held on 22 May 2018 and the Annual Council meeting held on 24 May 2018 as the correct record;
- (5) To answer questions from Members of the Council on the minutes of the last meeting of Council;
- (6) To deal with any business required by statute to be done;
- (7) To receive any announcements from the Chair, or the Head of Paid Service;
- (8) To dispose of business (if any) remaining from the last meeting and to receive the report of any Committee to which such business was referred for consideration;
- (9) To consider reports from the Council's Committees and to receive questions and answers on any of those reports;
- (10) To consider any other business specified in the summons to the meeting, and to receive questions and answers on any of those items;
- (11) To consider reports from the Policy Committees:
  - (a) proposals in relation to the Council's approved budget and policy framework; and

- (b) proposals for departures from the approved budget and policy framework;
- 1. Medium Term Financial Strategy – Capital Programme and Minimum Revenue Provision (MRP) Review – Report of Finance and Policy Committee
- (12) To consider motions in the order in which notice has been received;
- (13) To receive the Chief Executive's report and to pass such resolutions thereon as may be deemed necessary;
- (14) To receive questions from and provide answers to the public in relation to matters of which notice has been given under Rule 11;
- (15) To answer questions of Members of the Council under Rule 12;
  - a) Questions to the Chairs about recent decisions of Council Committees and Forums without notice under Council Procedure Rule 12.1
  - b) Questions on notice to the Chair of any Committee or Forum under Council Procedure Rule 12.2
  - c) Questions on notice to the Council representatives on the Police and Crime Panel and Cleveland Fire Authority
  - d) Minutes of the meeting held by the Cleveland Fire Authority on 23 March 2018.



# **COUNCIL**

## **MINUTES OF PROCEEDINGS**

### **22 May 2018**

The meeting commenced at 7.00 pm in the Civic Centre, Hartlepool

**PRESENT:-**

The Ceremonial Mayor (Councillor Beck) presiding:

**COUNCILLORS:**

C Akers-Belcher	S Akers-Belcher	Barclay
Belcher	Black	Brown
Buchan	Cassidy	Cook
Cranney	Fleming	Hall
Harrison	James	Lauderdale
Lindridge	Little	Loynes
Marshall	Martin-Wells	McLaughlin
Moore	Dr Morris	A Richardson
C Richardson	Robinson	Smith
Tennant	Thomas	Trueman

**Officers:** Chris Little, Director of Finance and Policy  
Hayley Martin, Interim Chief Solicitor  
Peter Brambleby, Interim Director of Public Health  
Matthew King, Planning Policy Team Leader  
Amanda Whitaker/Denise Wimpenny, Democratic Services Team

Prior to the commencement of the meeting, the Ceremonial Mayor referred in terms of regret to the recent death of former Councillor Francis London. Members stood in silence as a mark of respect.

#### **135. APOLOGIES FOR ABSENT MEMBERS**

Councillors Hamilton and Hunter

The Ceremonial Mayor welcomed newly elected Councillors to the meeting and congratulated those Councillors who had recently been re-elected.

#### **136. DECLARATIONS OF INTEREST FROM MEMBERS**

Councillor Martin-Wells advised that for consistency he was declaring a

prejudicial interest in agenda item 11(a)(1) as there were items in the Local Plan which the Councillor had previously declared an interest.

137. BUSINESS REQUIRED BY STATUTE TO BE DONE BEFORE ANY  
OTHER BUSINESS

None

138. MINUTES OF PROCEEDINGS

The Minutes of Proceedings of the Council held on the 15 March 2018, having been laid before the Council.

RESOLVED - That the minutes be confirmed.

The minutes were thereupon signed by the Chairman.

139. QUESTIONS FROM MEMBERS OF THE COUNCIL ON THE MINUTES  
OF THE PREVIOUS MEETING OF THE COUNCIL

None

140. BUSINESS REQUIRED BY STATUTE

None

141. ANNOUNCEMENTS

The Ceremonial Mayor expressed his appreciation to all those Elected Members and Officers who had supported the Mayoress and himself during the municipal year.

142. TO DISPOSE OF BUSINESS (IF ANY) REMAINING FROM THE LAST  
MEETING AND TO RECEIVE THE REPORT OF ANY COMMITTEE TO  
WHICH SUCH BUSINESS WAS REFERRED FOR CONSIDERATION.

None

143. TO RECEIVE REPORTS FROM THE COUNCIL'S COMMITTEES

None

144. TO CONSIDER ANY OTHER BUSINESS SPECIFIED IN THE SUMMONS OF THE MEETING

None

145. REPORT FROM THE POLICY COMMITTEES

(a) Proposal in relation to the Council's budget and policy framework

Further to minute 136, Councillor Martin-Wells left the meeting during consideration of the following item.

1. Adoption of the Hartlepool Local Plan – Report of Regeneration Services Committee

The Chair of the Regeneration Services Committee presented the report which enabled Members to consider the Hartlepool Local Plan. A report had been submitted to the Regeneration Services Committee on 15 May 2018 which the Committee had unanimously endorsed to be submitted to Council for formal adoption. The report to the Regeneration Services Committee had outlined the process of the development and Examination in Public of the Local Plan and was appended to the Council report. On presenting the report to Council, the Chair of the Committee commented regarding changes in legislation and in policies which had impacted on the timescales associated with the production of the Local Plan. Despite the impact of those changes, the Chair highlighted that this Council was the first in the Tees Valley to have a Local Plan ready for adoption.

It was noted that at the Regeneration Services Committee meeting of 15<sup>th</sup> May 2018, Members had accepted the Planning Inspectors Main Modifications (MMs). The Hartlepool Local Plan had satisfied the requirements of Section 20(5) of the 2004 Act and had met the criteria for soundness in the National Planning Policy Framework.

A Seaton ward councillor advised that whilst she was a member of the Regeneration Services Committee which had endorsed the Local Plan, she had expressed concern regarding wind turbines in Seaton Carew. Another member who also represented the Seaton ward referred to the potential negative impact on the residents of Seaton Carew of land based turbines and requested the removal of CC4 and a recorded vote be taken. In response to a question by the Councillor to the Chair of the Finance and Policy Committee whether the Local Plan provided value for money, the Chair responded that Officers would be able to provide details of costs and advised that he did consider it provided value for money.

In response to the proposal to change the Local Plan, the Monitoring Officer highlighted that the production and adoption of a local plan is a statutory process. Once the Plan is found to be 'Sound' by the Inspector, Council was limited to either adopting or rejecting the plan and could not amend/remove the wind turbine policy and then adopt the plan.

A vote taken by show of hands was carried.

RESOLVED - That the Hartlepool Local Plan be formally adopted.

(b) Proposals for departures from the approved budget and policy framework;

1. Church Street / Church Square Regeneration Works – Potential Options for Supporting Businesses – Report of Finance and Policy Committee

A report presented by the Chair of the Finance and Policy Committee advised Members that the Finance and Policy Committee had considered a report, circulated to Council, which set out potential options for providing one off support to businesses in Church Street/Church Square. Owing to the timing of meetings, a verbal update on the recommendations which the Finance and Policy Committee had supported unanimously was presented as follows:-

- The Committee supported Option 2 (c) – implementation of a Business Support Grant scheme with a maximum grant per property of £1,900 and a maximum cost to the Council of £129,200, excluding businesses with a rateable value greater than £20,000.
- That Council approval be sought to fund the resulting cost from the uncommitted one off resources of £134,000 released from the reserves review. Committee noted that committing these resources means they are not available to partly address the 2017/18 final revenue budget underspend, which would have to be funded from the Unearmarked General Fund Reserve.
- That authority be delegated to the Director of Regeneration and Neighbourhoods, in consultation with the Chair of Finance and Policy Committee, the Chair of Regeneration Services Committee, the Chief Executive and Director of Finance and Policy, to determine the detailed grant criteria.
- The Committee noted that once the scheme was implemented all awards would only be paid if existing business rates liabilities and / or any other amounts due to the Council were up to date.

RESOLVED –That the recommendations of the Finance and Policy Committee be approved and adopted.

The decision was agreed unanimously.

#### 146. MOTIONS ON NOTICE

None

## CHIEF EXECUTIVE'S REPORT

## 147. TO MAKE APPOINTMENTS TO COMMITTEES, FORUMS AND OTHER BODIES AS REQUIRED BY THE CONSTITUTION

It was reported that the proposed membership of Committees, Forums and other bodies had been circulated prior to this meeting of full Council. An invitation had been extended to leaders of the political groups and independent members of the Council to make nominations for the position of Chairs and Vice Chairs which were indicated on the schedules circulated to Members.

It was reported that since circulation of the schedule of the proposed membership of Committees and Forums, the outstanding conservative group nominations had been received as follows:-

Finance and Policy Committee – Councillor Ray Martin-Wells  
Adults Services Committee – Councillor Ray Martin-Wells  
Licensing Committee – **Chair** – Councillor Ray Martin-Wells  
Audit and Governance Committee – **Chair** – Councillor Loynes  
Constitution Committee – Councillor Loynes  
Appointments Panel – Councillor Loynes

The following change in the conservative group nomination was reported:-

Regeneration Services Committee – Councillor Loynes replaced by Councillor Ray Martin-Wells

Council's approval was requested to the Committees where there were no contested seats as set out in report. Council was requested also to approve the membership of the remaining Committees with the exception of the contested seats on those Committees.

Councillor Black moved Councillor Hunter to contest the position of Chair of the Neighbourhood Services Committee.

It was noted that Councillor Hunter was not in attendance at the meeting. The Monitoring Officer advised that in the absence of any indication of Councillor Hunter's consent to the nomination, as well as the fact Labour had already made their nomination as set out in the schedule circulated to Members, the nomination of Councillor Hunter could not be accepted.

With regard to the contested positions, Members were advised that voting for Committees and Outside Bodies would be in accordance with Council Procedure Rule 17. Voting would be by show of hands and in the individual votes, Councillors were reminded that they could only vote once.

Votes were taken on the following positions:-

Audit and Governance Committee

There were 2 nominations for seat 7 on the Audit and Governance Committee.



The nominations were:-

Councillor Hall and Councillor Little

Councillor Hall had the highest number of votes and was appointed to the remaining seat on the Audit and Governance Committee.

#### Children's Services Committee

Candidates nominated for position of Vice Chair of Children's Services Committee were Councillor Lauderdale and Councillor Trueman

Councillor Trueman had the highest number of votes and becomes Vice Chair of the Children's Services Committee. Councillor Lauderdale took the remaining seat on the Children's Services Committee.

#### Regeneration Services Committee

Candidates nominated for position of Vice Chair of Regeneration Services Committee were Councillor Lindridge and Councillor Smith

Councillor Lindridge had the highest number of votes and becomes Vice Chair of Regeneration Services Committee. Councillor Smith took the remaining seat on the Regeneration Services Committee.

#### RESOLVED –

- (i) That the following appointments are made:-
  - Audit and Governance Committee – Seat 7 – Councillor Hall
  - Vice Chair Children's Services Committee – Councillor Trueman
  - Vice Chair Regeneration Services Committee – Councillor Lindridge
- (ii) That the Members indicated to the remaining positions of Chair and Vice-Chair, detailed in the circulated proposed membership documentation, in each case be appointed to those offices
- (iii) That the remaining positions on Committees, Forums and other bodies, details of which are included in the Council's Minute Book, be constituted with the membership as indicated.

#### 148. TO MAKE APPOINTMENTS TO JOINT COMMITTEES AND OTHER OUTSIDE BODIES WHERE APPOINTMENT IS RESERVED TO COUNCIL

It was highlighted that a list setting out suggested representatives on joint committees and other outside bodies had been circulated prior to the Council

meeting. Prior to the meeting the leaders of the political groups and independent Members had been invited to make nominations. Council was requested to agree the suggestions which will be set out in the document, the format of which reflected the division of outside body list in Part 7 of the Constitution. It was noted that there were no contested seats.

Since circulation of the schedule of the proposed membership of the documentation, the outstanding conservative group nominations had been received as follows:-

Cleveland Fire Authority – Councillor Martin-Wells

#### RESOLVED –

- (i) That the nominations to the vacancies, moved at the meeting, are approved as follows:-
  - North East Regional Employers Organisation – Councillor Brown
  - Teesside Pension Fund – Councillor Black
  - Cleveland Fire Authority – Councillor Martin-Wells
- (ii) The following vacancies were noted:-
  - Hartlepool and District Sports Council – 2 vacancies
  - Henry Smith Educational Charity – 1 vacancy
  - Teesside Pension Board – 1 vacancy
  - Victoria and Jubilee Homes – 2 vacancies
- (iii) That the remainder of the representations, as detailed in the Council's Minute Book, be appointed as the Council's representatives on joint committees and other outside bodies.

#### 149. APPOINTMENT OF INTERIM DIRECTOR OF PUBLIC HEALTH

Members were reminded that Dr Paul Edmondson-Jones had left his role with the Council on 27<sup>th</sup> April, 2018. The Director of Public Health is a statutory Chief Officer of the Council and the principal adviser on all public health matters and primarily in the areas of; health improvement, health protection and healthcare public health. It was necessary for a suitably qualified individual to undertake this position and the Chief Executive had therefore acted to appoint, on an interim basis, Dr Peter Brambleby with effect from 30<sup>th</sup> April 2018.

Members were advised that Section 73A(1) of the NHS Act 2006, inserted by section 30 of the Health and Social Care Act 2012, gives the Director of Public Health responsibility for:

- all of the local authority's duties to take steps to improve public health

- any of the Secretary of State's public health protection or health improvement functions that s/he delegates to local authorities, either by arrangement or under regulations – these include services mandated by regulations made under section 6C of the 2006 Act, inserted by section 18 of the 2012 Act
- exercising local authority's functions in planning for, and responding to, emergencies that present a risk to public health
- the local authority's role in co-operating with the police, the probation service and the prison service to assess the risks posed by violent or sexual offenders
- such other public health functions as the Secretary of State specifies in regulations.

In addition, a Director of Public Health is required to be a registered public health specialist (i.e. included in the GMC Specialist Register/GDC Specialist List or UK Public Health Register (UKPHR)) and Dr Peter Brambleby fulfilled this requirement. The Director of Public Health is also a statutory member and main source of health advice to the Health and Wellbeing Board. The Director has a statutory responsibility to produce an independent annual report on the health of the local population, progress on improving health and reducing inequalities and making recommendations thereon.

Council was requested to endorse the appointment of Dr Peter Brambleby on an interim basis and that he undertakes the statutory roles and associated responsibilities outlined within the confines of this report and that Council receives a further report upon the position of the Director of Public Health in due course.

**RESOLVED –**

- (i) That the appointment of Dr Peter Brambleby be endorsed on an interim basis and that he undertakes the statutory roles and associated responsibilities outlined within the report
- (ii) That Council receives a further report upon the position of the Director of Public Health in due course

**150. SPECIAL URGENCY QUARTERLY REPORT**

Council noted that that there had been no special urgency decisions taken in the period February 2018 – April 2018.

**RESOLVED –**That the report be noted.

151. PUBLIC QUESTION

None

152. QUESTIONS FROM MEMBERS OF THE COUNCIL

- a) Questions to the Chairs about recent decisions of Council Committees and Forums without notice under Council Procedure Rule 12.1

In response to a Member commencing to ask a question and in accordance with Council Procedure Rule 12.1, the Monitoring Officer requested that the Member identify the Committee who made the decision and the title of the decision taken by the Committee. The Member responded that his question related to an e mail sent after a Committee meeting. The question was, therefore, ruled out of order.

- b) Questions on notice to the Chair of any Committee or Forum under Council Procedure Rule 12.2

None

- c) Questions on notice to the Council representatives on the Police and Crime Panel and Cleveland Fire Authority

None

- d) Minutes of the meetings held by the Cleveland Fire Authority and the Police and Crime Panel

The minutes of the meetings held by the Cleveland Fire Authority on 16 February 2018 and the Police and Crime Panel held on 23 January 2018 were noted.

The meeting concluded at 7.30 p.m.

CEREMONIAL MAYOR

# **ANNUAL COUNCIL**

## **MINUTES OF PROCEEDINGS**

**24 May 2018**

The meeting commenced at 7.00 pm in the Civic Centre, Hartlepool

**PRESENT:-**

The Ceremonial Mayor (Councillor Beck) presiding:

**COUNCILLORS:**

C Akers-Belcher	S Akers-Belcher	Barclay
Belcher	Black	Brown
Buchan	Cassidy	Cook
Cranney	Fleming	Hall
Hamilton	Harrison	Hunter
James	Lauderdale	Lindridge
Little	Loynes	Marshall
Martin-Wells	McLaughlin	Moore
Dr Morris	A Richardson	C Richardson
Robinson	Smith	Tennant
Thomas	Trueman	

**Officers:** Chris Little, Director of Finance and Policy  
Hayley Martin, Interim Chief Solicitor  
Jill Harrison, Director of Adults and Community Based Services  
Sally Robinson, Director of Children's and Joint Commissioning Services  
Denise Ogden, Director of Regeneration and Neighbourhoods  
Neil Wilson, Head of Legal Services (People)  
Steve Hilton Public Relations Officer  
Amanda Whitaker, Democratic Services Team

### **1. APOLOGIES FOR ABSENT MEMBERS**

None.

### **2. APPOINTMENT OF CEREMONIAL MAYOR**

Nominations were sought for the office of Ceremonial Mayor of the Borough of Hartlepool for the ensuing municipal year.

Nomination moved by Councillor S Akers-Belcher and seconded by Councillor C Akers-Belcher:-

“That Councillor Barclay be elected as Ceremonial Mayor of the Borough of Hartlepool for the ensuing municipal year”.

A further nomination was moved by Councillor Black:-

“That Councillor Martin-Wells be elected as Ceremonial Mayor of the Borough of Hartlepool for the ensuing municipal year”.

In response, Councillor Martin-Wells acknowledged the nomination but indicated he did not wish to stand for this position.

There were no further nominations for Ceremonial Mayor of the Borough received.

The vote was put and agreed.

The Director of Finance and Policy announced that Councillor Barclay had been elected as Ceremonial Mayor of the Borough for the ensuing municipal year.

The Ceremonial Mayor signed the Declaration of Acceptance of Office.

### **Councillor Barclay (Ceremonial Mayor) presiding.**

The Ceremonial Mayor returned thanks for his appointment and in addressing the Council advised that his chosen charities were the Hartlepool Armed Forces Liaison Group and the Royal British Legion Poppy Appeal. The Ceremonial Mayor announced also that a one off event in aid of the Rifty Youth Project would be held in January 2019.

### **3. VOTE OF THANKS**

A vote of thanks was proposed by Councillor S Akers-Belcher and seconded by Councillor Brown to the retired Ceremonial Mayor for the admirable way in which he had discharged his duties during his term of office.

Councillor Martin-Wells addressed Council thanking the retired Ceremonial Mayor for his contributions during his term of office adding that he was taking this opportunity to announce that he would be resigning from the Council at the end of the month.

A number of Members spoke also in tribute to the retired Ceremonial Mayor.

The Lord Lieutenant addressed Council and paid tribute to the retired Ceremonial Mayor and Mayoress.

4. ADDRESS BY RETIRED CEREMONIAL MAYOR

The retired Ceremonial Mayor expressed his appreciation to the proposer and seconder for their kind words and paid tribute to those who had supported him in his role as Ceremonial Mayor.

5. APPOINTMENT OF DEPUTY CEREMONIAL MAYOR

The Ceremonial Mayor requested nominations for the office of Deputy Ceremonial Mayor of the Borough of Hartlepool for the ensuing municipal year:-

Nomination made by Councillor Thomas and seconded by Councillor Harrison:-

“That Councillor Cook be elected as Deputy Ceremonial Mayor of the Borough of Hartlepool for the ensuing municipal year”

The vote was put and agreed.

The Director of Finance and Policy announced that Councillor Cook had been elected as the Deputy Ceremonial Mayor of the Borough of Hartlepool for the ensuing municipal year.

The Deputy Ceremonial Mayor signed the Declaration of Acceptance of Office.

6. ADDRESS BY DEPUTY CEREMONIAL MAYOR

The Deputy Ceremonial Mayor addressed the Council thanking his proposer and seconder for their kind words.

7. DECLARATIONS OF INTEREST

None

8. ANNOUNCEMENTS

None.

9. ORDINARY MEETINGS OF THE COUNCIL

A schedule of Council meetings for the municipal year 2018/19 had been circulated.

RESOLVED - That the schedule of Council meetings be approved.

The meeting concluded at 8:30 p.m.

CEREMONIAL MAYOR



# **COUNCIL**

## **21<sup>st</sup> June 2018**



**Report of:** Finance and Policy Committee

**Subject:** MEDIUM TERM FINANCIAL STRATEGY –  
CAPITAL PROGRAMME AND MINIMUM REVENUE  
PROVISION (MRP) REVIEW

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### **1. PURPOSE OF REPORT**

- 1.1 To enable Council to consider the Finance and Policy Committees recommendation in relation to the Capital Programme and MRP review.

### **2. BACKGROUND**

- 2.1 In accordance with the constitution the Finance and Policy Committee is responsible for proposing changes to the approved Budget and Policy Framework, which are then referred to Council for consideration.
- 2.2 At its meeting on 18<sup>th</sup> June 2018 the Finance and Policy Committee will consider the report attached at Appendix A, which sets out two potential options for using the recurring MRP saving.
- 2.3 Owing to the timing of meetings this report has been issued before the Finance and Policy Committee considered this issue to enable all Members to familiarise themselves with the proposals detailed in the Finance and Policy Committee report.
- 2.4 The Finance and Policy Committee will seek Council approval to one of the following options for using the recurring MRP saving of £100,000:
- Option 1 – earmark to reduce the 2019/20 revenue budget deficit;
  - Option 2 – earmark to fund new capital expenditure of between £1.6m and £2.5m, depending on asset lives, and to delegate Authority to approve detailed schemes to the Neighbourhood Services Committee for implementation within the current financial year.

- 2.5 A verbal update on the recommendation which the Finance and Policy Committee determines it wishes to refer to Council will be provided at the meeting on 21<sup>st</sup> June 2018.

**3. BACKGROUND PAPERS**

- 3.1 Finance and Policy Committee report 18<sup>th</sup> June 2018 – attached at **Appendix A.**

**4. CONTACT OFFICER**

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Appendix A

# FINANCE AND POLICY

18<sup>th</sup> June 2018



**Report of:** DIRECTOR OF FINANCE AND POLICY

**Subject:** MEDIUM TERM FINANCIAL STRATEGY - CAPITAL PROGRAMME AND MINIMUM REVENUE PROVISION (MRP) REVIEW

## 1.0 TYPE OF DECISION/APPLICABLE CATEGORY

1.1 Budget and Policy Framework.

## 2.0 PURPOSE OF REPORT

2.1 The purpose of this report is to update Members on the recently completed review of the MRP and to enable a strategy for using the resulting recurring revenue budget saving to be developed.

## 3.0 BACKGROUND

3.1 Borrowing to fund investment in Local Authority assets is a long standing part of the overall funding system and governed by specific legislation and regulations, currently referred to as the Prudential Borrowing Regime. The Government also supports Local Authorities to access long term borrowing through the Public Works Loan Board (PWLB). Authorities may also borrow directly from banks, or other lenders, if the interest rates available are lower than PWLB interest rates.

3.2 Local Authorities are required by statute to make annual provision, known as MRP, to repay Prudential Borrowing over the operational life of assets, which typically range from 5 to 40 years. The revenue budget includes a specific budget to meet the annual recurring MRP charges.

3.3 A review of existing MRP charges for 2018/19 and future years has been completed and this indicates that these charges will be less than the recurring annual budget by £100,000.

- 3.4 A strategy for using this budget saving would normally be included in the development of the budget proposals for 2019/20, which would then enable any recommendations to be reflected in the MTFS proposals submitted to Council in February 2019. This approach would then enable the approved recommendations to be implemented in 2019/20.
- 3.5 However, as this recurring savings has been identified, it is recommended that Members consider options for using these resources at this stage, as this will help underpin the development of the MTFS. Accordingly, options for using this recurring saving are provided in the next section.

#### 4.0 OPTIONS FOR USING RECURRING MRP SAVINGS

- 4.1 There are two potential options for using the recurring MRP saving, as follows:

- **Option 1 – earmark to reduce the 2019/20 revenue budget deficit.**

As reported in February 2017 the Council faces a budget deficit for 2019/20 of between £5.2m and £6m. Further reports will be submitted to future meeting to enable Members develop a detailed strategy to address this deficit.

Earmarking the recurring MRP saving of £100,000 would slightly reduce this deficit.

- **Option 2 – earmark to support additional capital investment funded from Prudential Borrowing.**

As indicated in section 3 there is a specific revenue budget to meet MRP costs and a saving of £100,000 has been identified. This amount could be used to support new capital investment, which would enable the Council to address priorities identified in the ‘Your Say, Our Future’ consultation and priorities identified by Members from engagement with the public at Ward Surgeries/other contacts. New capital investment could also be used to compliment the funding provided within the Medium Term Financial Strategy for the Neighbourhood Investment programme.

As Members are aware from previous reports capital investment has also been affected by the impact of austerity and available national and local funding has been targeted at specific policy objectives. Hartlepool has been successful in securing significant grant funding, for example for investment in Church Street / Church Square and coastal protection at the Headland and Seaton Carew. The Council has also developed sustainable business cases to deliver social housing, including securing significant grant funding. However, like most areas, Hartlepool has had less funding available for other capital priorities, particularly investment in neighbourhoods and the local highways and footpaths infrastructure.

Using the identified recurring MRP saving to support new Prudential Borrowing would enable the Council to provide capital funding for local priorities.

As current long term interest rates remain historically low, i.e. at approximately 2% for 20 year loans and 2.7% for 40 years, the recurring MRP savings would provide significant support for new Prudential Borrowing for capital investment.

The value of the capital investment will depend on the asset life of the expenditure funded using Prudential Borrowing, as this will determine the new MRP charge and the period the interest rate is fixed for. For example, for capital expenditure with an operational live of 20 years the recurring saving would support Prudential borrowing of £1.6m. For capital expenditure with an operational live of 40 years the recurring saving would support Prudential borrowing of £2.5m.

- 4.2 If Members determine to use the recurring saving to fund new capital expenditure detailed proposals will be reported to a future meeting to reflect Members policy priorities. For example, should the available capital monies be earmarked for regeneration initiative, investment in highways and footpaths etc.

## **5.0 RISK AND FINANCIAL CONSIDERATIONS**

- 5.1 As detailed in the previous section the decision regarding the use of the recurring MRP saving of £100,000 is a choice between reducing the 2019/20 revenue budget deficit, or supporting capital investment funded using Prudential Borrowing.
- 5.2 There is risk that not using this saving to reduce the 2019/20 revenue deficit of will make it slightly harder to balance the revenue budget.
- 5.3 There is a small risk that if interest increase the £100,000 may not be sufficient to fund the resulting loan repayment costs. This risk will be mitigated by locking into fixed interest rates, reflecting the operational live of the approved capital expenditure.

## **6.0 LEGAL CONSIDERATIONS**

- 6.1 Local Authorities have the legal powers to use Prudential Borrowing to fund capital investment, provided they can meet future MRP repayments from their revenue budget.

**7.0 CHILD AND FAMILY POVERTY**

- 7.1 There are no specific child and family poverty considerations relating to this report. Issues may arise if Members approve Option 2 as proposals are developed and will be reported to a future meeting.

**8.0 EQUALITY AND DIVERSITY**

- 8.1 There are no specific Equality and Diversity considerations relating to this report. Issues may arise if Members approve Option 2 as proposals are developed and will be reported to a future meeting.

**9.0 STAFF CONSIDERATIONS**

- 9.1 None

**10.0 ASSET MANAGEMENT CONSIDERATIONS**

- 10.1 There are no specific asset management considerations relating to this report. Issues may arise if Members approve Option 2 as proposals are developed and will be reported to a future meeting.

**11.0 CONSULTATION**

- 11.1 There are no specific consultation considerations relating to this report. Issues may arise if Members approve Option 2 as proposals are developed and will be reported to a future meeting.

**12.0 CONCLUSION**

- 12.1 By 2019/20 Local Authorities will have faced nine years of austerity and cuts in Government funding. Adult Social Care services have partly been protected through the Adult Social Care Council Tax precept. Pressures in relation to Looked after Children and the national pay awards for April 2018 and April 2019 have not been funded within the Local Government finance settlement. As a result the Council faces a 2019/20 budget deficit of between £5.2m and £6m.
- 12.2 Capital investment has also reduced and this includes the Council's ability to fund local priorities using Prudential where the resulting loan repayment costs cannot be funded from increased income, or saving accruing from the capital expenditure.

- 12.3 Future MRP charges will be £100,000 less than the existing budget. Therefore, as detailed in section 4 and summarised in the recommendations, Members have a choice regarding the allocation of these resources. Both options have their merits and can be supported by officers on the basis that this is a policy choice where Members need to prioritise between reducing the 2019/20 revenue budget deficit, or supporting additional capital expenditure.

### **13.0 RECOMMENDATIONS**

- 13.1 It is recommended that Members

ii) Note the report;

iii) Determine if they wish to use the recurring MRP saving of £100,000 to either:

- Option 1 - reduce the 2019/20 revenue budget deficit;
- Option 2 - to fund new capital expenditure of between £1.6m and £2.5m, depending on asset lives;

iv) If option 2 is approved to seek Council approval to include the additional Prudential Borrowing in the approved Prudential Borrowing limits and capital programme, and to delegate Authority to approve detailed schemes to the Neighbourhood Services Committee for implementation within the current financial year.

### **14.0 REASON FOR RECOMMENDATIONS**

- 14.1 To enable the Finance and Policy Committee to determine the recommendations to be referred to Council in relation to the recurring MRP saving of £100,000.

### **15.0 BACKGROUND PAPERS**

None

### **16.0 CONTACT OFFICERS**

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## COUNCIL

21 June 2018



**Report of:** Chief Executive

**Subject:** BUSINESS REPORT

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### 1. PAY POLICY STATEMENT 2018/19

Under Section 38 of the Localism Act (2011), Full Council has to approve a Pay Policy Statement (PPS) on an annual basis. The draft PPS for 2018/19 was considered by Council on 15 March 2018. Council resolved that the PPS be referred to the Finance and Policy Committee for more detailed consideration in the context of the budget and policy framework.

Finance and Policy Committee will consider the draft PPS on 18 June 2018 and as this is after the papers are issued for the Council meeting the revised PPS is attached at Appendix 1 to enable Members to familiarise themselves with the minor amendments that have been made in paragraphs 10 and 15.

Full Council is requested to approve the amendments detailed within paragraphs 10 and 15 (shaded grey for ease of reference) of the Pay Policy Statement 2018/19 which is attached as Appendix 1.

### 2. ADULT EDUCATION FUNCTIONS ORDER 2018 - DEVOLUTION OF THE ADULT EDUCATION BUDGET

The Adult Education Budget (AEB) is an element of national skills funding that is provided to equip adults over the age of 19 with the skills and learning they need for work, apprenticeships or further learning. This includes provision for statutory elements such as a first full level 2 (equivalent to 5 GCSE's A-C), maths and English qualifications. The budget includes provision for formal learning and qualifications primarily delivered by Further Education Colleges, community learning primarily delivered by Council Adult learning services, a small element of vocational learning in Sixth Forms and a wide range of learning provided by independent training providers.

The AEB is currently administered by the Education and Skills Funding Agency (ESFA). Tees Valley, and other devolution areas, sought full devolution of this funding in order to raise local skill levels, promote reform and improved performance and strengthen the links between training and local job opportunities. Full devolution



of this budget could take place for academic year 2019/20 which will enable the Combined Authority to allocate funding directly to skills providers, determine the outcomes to be achieved and manage performance of these providers. A funding formula for calculating the size of the grant to combined authorities will take into account a range of demographic, educational and labour market factors. An indicative and working budget of £30.5m p.a. has been suggested by the Department for planning purposes. It is likely that this figure will reduce as is predicated on previous performance and allocation confirmation in the autumn statement.

The benefits of devolution for the Combined Authority include;

- a. Aligning skills provision directly to Tees Valley employers skills needs
- b. Implementing simpler commissioning processes for providers
- c. Implementing payment models directly related to outcome achievement rather than number of learners engaged and qualifications achieved
- d. Enabling more flexible approaches to funding awards, including lengthening the contract period
- e. Introducing more flexible eligibility criteria for learners
- f. Creating a skills funding system that rewards progression in learning
- g. Directly aligns adult (post 19) education to post 16 learning routeways

The greatest benefit to the Tees Valley in enabling devolution of this element of the skills system will demonstrate the potential for achieving greater success linked to greater alignment of skills provision directly to the future Tees Valley economic needs of business and the traction to achieve greater economic growth for future devolution

In order to enable full devolution of the Adult Education Budget a Parliamentary Order must now be placed before Parliament. On the 1<sup>st</sup> June Cabinet at Tees Valley Combined Authority approved the laying of the Order to the Secretary of State for the Department for Education (DfE) for devolution, however agreement must also be sought from each of the constituent authorities.

Members are asked to consider whether they consent to the proposed devolution to allow Government to seek parliamentary approval. Once enacted, the legislation will transfer full financial delegation of the Adult Education Budget to the Combined Authority from August 2019.

Recommended – That the Chief Executive be delegated authority to give the Council's consent to the laying of the Order.

### **3. RESIGNATION OF COUNCILLOR**

Council is aware, from the announcement made at the Annual Council meeting, of the resignation of Ray Martin-Wells as a Borough Councillor for the Rural West Ward. A letter of resignation was received on 31<sup>st</sup> May.

A notice of vacancy was published on 1 June 2018 and a by-election will be held on Thursday 12 July 2018.

The resignation creates a series of vacancies as set out below:-

Finance and Policy Committee  
 Adult Services Committee  
 Regeneration Services Committee  
 Licensing Committee Chair  
 Planning Committee  
 South and Central Community Forum  
 Cleveland Fire Authority

#### **4. OUTSIDE BODY APPOINTMENTS – UPDATE REPORT**

Following the appointments made to Outside Bodies at the Council meeting on 22 May 2018, the following vacancies remain:-

- Hartlepool and District Sports Council – 2 vacancies
- Henry Smith Educational Charity – 1 vacancy
- Teesside Pension Board – 1 vacancy
- Victoria and Jubilee Homes – 2 vacancies

Resignations have also been received resulting in the following additional vacancies:-

- Councillor Loynes - Fostering Panel (for the remainder of a three year term of office expiring in May 2020)
- Councillor Beck – Durham Tees Valley Airport Board

Council is advised also of the following designated substitutes:-

- Tees Valley Combined Authority Cabinet – designated substitute Cllr Cranney for Cllr C Akers-Belcher
- Tees Valley Combined Authority Local Enterprise Partnership Board – designated substitute Cllr Cranney for Cllr C Akers-Belcher
- Tees Valley Combined Authority Transport Committee – designated substitute Cllr Lindridge for Cllr Cranney
- Tees Valley Combined Authority Education, Employment and Skills Partnership – designated substitute Cllr Lindridge for Cllr Cranney.
- Tees Valley Combined Authority Culture & Tourism Thematic Partnership – designated substitute Cllr Lindridge for Cllr Cranney
- Tees Valley Combined Authority The Land Commission - designated substitute Cllr Lindridge for Cllr Cranney

Members will recall that Council agreed that Councillor Moore be appointed to the Tees Valley Combined Authority Audit and Governance Committee, subject to the confirmation by the Combined Authority Cabinet. I have been informed that the Cabinet 'did not ratify the appointment of Cllr Moore to the Audit and Governance Committee'.

Members will recall that a number of appointments were referred to Committees. Any subsequent appointments made by those Committees will be reported to Council.

## **5. CONSULTATION ON THE PROPOSED MERGER OF THE TEESSIDE AND HARTLEPOOL CORONER AREAS**

Members will be aware that the Ministry of Justice has consulted on the proposal to merge the Teesside and Hartlepool coroner areas following the retirement of the Senior Coroner for Hartlepool, Malcolm Donnelly, on 30 June 2017. Clare Bailey has been acting as the Hartlepool Senior Coroner since Mr Donnelly's retirement. If approved, the merger would come into effect by the middle of July 2018.

Members will recall that the Council has expressed its opposition to the proposed amalgamation of the Hartlepool and Teesside Coroner Areas. A further Addendum to the Original Business Case for the Amalgamation of the Coroner areas was noted by Council on 28<sup>th</sup> September 2017 to allow for public consultation through the Ministry of Justice

The consultation closed on 22 May 2018. In accordance with delegated authority, the Interim Chief Solicitor submitted a response, on behalf of the Council, to the consultation. The response stated that the Council does not agree with the proposed merger of the Teesside and Hartlepool coroner areas. It was highlighted that the Council also does not agree with the assessment, made by Middlesbrough Council, in their business case, of the impacts of the proposed merger. The Interim Chief Solicitor had added that the Council does not feel the business case provides certainty for Hartlepool services. Assurances would be required, before the assessment could be agreed. In response to how disagreement with the merger could be mitigated, the response had stated that the concerns would be mitigated by the retention of an independent coroner service for Hartlepool.

In response to the consultation response, representatives of the Ministry of Justice have contacted the Interim Chief Solicitor to reassure the Council that there are no plans to move inquests out of Hartlepool. However, because the arrangements for coroners inquests are not a matter for central government the Ministry is unable, itself to offer any undertaking or assurance. It has therefore been agreed that agreement will be reached with Middlesbrough Council (as the lead authority for the merged services) that inquests will remain in Hartlepool and that this agreement will be referred to in the explanatory memorandum which will be attached to the order that is laid before Parliament. These measures will secure the best protection and assurance achievable that services will remain in Hartlepool. On this basis the MoJ and MBC have requested that the Council reconsiders Hartlepool's response to the consultation.

**RECOMMENDED** - Members are requested to reconsider Hartlepool's response to the MoJ consultation on the merger of the Teesside and Hartlepool Coroner areas in the light of the assurances that have been given by the Ministry of Justice and Middlesbrough Council.

## **6. SCHOOL FUNDING**

Members will recall that at the Council meeting held on 15<sup>th</sup> March 2018, it was agreed that a letter be sent to the Minister of State for Schools Standards for a fuller response to the questions raised in the initial letter, regarding the above, sent on behalf of Council to the Minister. I attach, as Appendix 2, a copy of the response which has been received from the Minister.



# **Hartlepool Borough Council**

## **Pay Policy Statement 2018/19**

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## **1. INTRODUCTION**

- 1.1 This document sets out the Council's Pay Policy in relation to the remuneration of its employees (excluding those employed by schools with delegated budgets) for the period 1 April 2018 to 31 March 2019 in accordance with Section 38 of the Localism Act 2011<sup>1</sup> and reflects the guidance issued by the Department for Communities and Local Government<sup>2 3</sup> unless stated differently. This pay policy applies equally to all employees (excluding school employees) regardless of status and seniority unless stated differently. The policy is subject to annual review and must be approved by the Borough Council for each financial year. The policy will be published on the Council's website<sup>4</sup> as soon as reasonably practicable after approval or amendment.
- 1.2 Hartlepool Borough Council is committed to transparency and fairness in its payment and remuneration of all of its employees and will comply with all relevant employment legislation.
- 1.3 In 2018/19, the Council has an overall pay budget of £58.8m (excluding school staff) including on-costs for its workforce. It will employ around 2,100 people excluding those who are employed directly by schools in Hartlepool, in a variety of diverse roles
- 1.4 The Council's values give us a desire to increase the standard of living for everyone. Given that the Council is the largest employer in Hartlepool and that around 78% of employees live in the town, it has a major influence on the economic wellbeing of the town and a direct impact on levels of inequality. The Council wants to do all in its power to make Hartlepool a fairer town and is committed to reducing inequality by leading by example and doing so through the way it operates as an organisation.

## **2. NATIONAL AND OTHER CONTITIONS OF SERVICE**

- 2.1 The appropriate National Conditions of Service (as detailed in Table 1) are automatically incorporated into employee contracts of employment.

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1 Available at: <http://www.legislation.gov.uk/ukpga/2011/20/contents>

2 Available at: [Openness and accountability in local pay: guidance - Publications - GOV.UK](#)

3 Available at: [Openness and accountability in local pay: supplementary guidance - Publications - GOV.UK](#)

4 Available at: [https://www.hartlepool.gov.uk/downloads/download/305/pay\\_policy](https://www.hartlepool.gov.uk/downloads/download/305/pay_policy)

**Table 1 – National Conditions of Service in use in the Council**

<b>Condition of Service</b>	<b>Type of Employees</b>
Joint Negotiating Committee (JNC) for Local Authority Chief Executives	Chief Executive
Joint Negotiating Committee (JNC) for Chief Officers in Local Authorities	Directors, Assistant Directors and some other senior managers
The Soulbury Committee	Educational Improvement Professionals, Educational Psychologists and Young People's/Community Service Managers
Conditions Of Service for School Teachers in England And Wales <sup>5</sup>	Head Teachers, Deputy/Assistant Head Teachers, all Leadership, Teachers, Qualified and Unqualified Teachers
Joint Negotiating Committee for Youth and Community Workers	Youth and Community Workers
National Joint Council (NJC) for Local Government Services – Part 2 only	All other employees

For legal and other reasons, some employees are employed on other conditions of service, for example as a result of TUPE transfers into the Council.

- 2.2 The Council's Single Status Agreement is automatically incorporated into the employment contract of NJC for Local Government Services employees.
- 2.3 Sections 1 (paragraphs 1.1.3 and 1.1.4 only), 3 (sub section 3.5 only), 5-9 and 12-16 of Part 2 of the Council's Single Status Agreement apply to all employees where their national conditions of service are silent.

### **3. PAY STRUCTURE**

- 3.1 The Council uses nationally negotiated pay rates included in the above national conditions of service as the basis for its local pay structure, which determines the pay bands of the large majority of its workforce. Locally determined pay rates apply for the remainder of the workforce.
- 3.2 National pay awards are automatically applied to the national and local pay rates where employees are employed under the national conditions of service detailed in Table 1. Employees who continue to be employed under their pre

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<sup>5</sup> The Conditions of Service for School Teachers In England And Wales August 2000 is supplemented by the statutory School Teachers' Pay and Conditions Document available at <https://www.gov.uk/government/publications/school-teachers-pay-and-conditions>



transfer conditions of service following their TUPE (or similar) transfer to the Council are

- not entitled to receive pay awards (equivalent to the appropriate Council condition of service national pay awards) where the value of the maximum of the employees pre transfer pay band is greater than the pay they would receive at the minimum of the pay band if they were employed under the appropriate Council conditions of service and/or if the employees are entitled to increments within their TUPE pay band as they are not at the maximum of their TUPE (or similar) pay band.
- entitled to receive national pay awards in all other circumstances subject to the employees pay plus any pay award not exceeding the minimum of the appropriate pay band if they were employed under the appropriate Council conditions of service.

- 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.
- 3.4 In determining its grading structure and setting remuneration levels for any posts which fall outside the scope of nationally set pay grades, the Council takes account of the need to ensure value for money in respect of the use of public expenditure. This is balanced against the need to recruit and retain employees who are able to deliver high quality services to the community and the need to comply with pay related legislation e.g. in relation to equal pay, national minimum wage and the national living wage.
- 3.5 In line with good employment practice, JNC for Local Authority Chief Executives and JNC for Chief Officers in Local Authorities jobs have been evaluated using the LGA Senior Managers job evaluation scheme and NJC for Local Government Services jobs have been evaluated using the bespoke NJC job evaluation scheme. This is to ensure that the majority of jobs are graded fairly and equitably. Both job evaluation schemes used are substantial schemes. For legal and other reasons, some employees pay is not consistent with the current grading structures for example as a result of TUPE transfers.
- 3.6 No job evaluation scheme exists for the remainder of jobs i.e. those on Teachers, Youth and Community workers and Soulbury conditions of service but those employees are placed within nationally defined grading structures.
- 3.7 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.
- 3.8 Periodic equal pay audits will be undertaken and pay structures and allowances will be reviewed as necessary.

## **4. REMUNERATION ON APPOINTMENT**

- 4.1 Appointments to the posts of Chief Executive, Directors and other Chief Officer posts are subject to the Council's Officer Employment Procedure Rules<sup>6</sup> and the salary package (including basic pay, any fees or allowances routinely payable to the appointee and any benefits in kind) for each post is determined by full Council. Appointments to posts where the salary package is £100,000 or more per annum will be approved by full Council in the case of the appointment of the Chief Executive/Head of Paid Service or by the Appointments Panel in the case of other appointments. Appointment of all other officers is the responsibility of the Head of Paid Service or his/her nominee, and may not be made by members.
- 4.2 New appointments are subject to the Council's Recruitment and Selection Policy and will generally be made to the agreed pay structures at the bottom spinal column point of all pay bands unless there are special circumstances and payment at a higher level can be objectively justified.
- 4.3 Where employees are redeployed into a lower graded post because of ill health (where this is supported by the Council's Occupational Health Advisor) or as an alternative to redundancy they will generally be appointed to the highest spinal column point within the lower grade so as to minimise financial loss.
- 4.4 From time to time, it may be necessary to take account of external pay levels in the labour market in determining starting salary levels and the use of market forces supplements in order to attract and retain employees with particular experience, skills and capacity.
- 4.5 The Council does not make any "golden hello" payment or any other incentive payments at recruitment other than market forces supplements where these are determined in accordance with the provisions in Table 3.
- 4.6 Where appropriate, the Council pays removal and relocation allowances, as detailed in the Council's Recruitment and Selection Policy upon the presentation of approved receipts.

## **5. SENIOR MANAGEMENT REMUNERATION**

- 5.1 The definition of 'Senior Management' in this statement mirrors the definition of 'Chief Officer' as detailed in Section 42(2) of the Localism Act 2011 i.e.
- the head of its paid service designated under section 4(1) of the Local Government and Housing Act 1989;
  - its monitoring officer designated under section 5(1) of that Act;
  - a statutory chief officer mentioned in section 2(6) of that Act;
  - a non-statutory chief officer mentioned in section 2(7) of that Act;

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<sup>6</sup> Available at [https://www.hartlepool.gov.uk/info/20004/council\\_and\\_democracy/370/hartlepool\\_borough\\_councils\\_constitution](https://www.hartlepool.gov.uk/info/20004/council_and_democracy/370/hartlepool_borough_councils_constitution)

- a deputy chief officer mentioned in section 2(8) of that Act.

Within Hartlepool, the above definition includes employees on JNC for Local Authority Chief Executives, JNC for Chief Officers in Local Authorities and NJC for Local Government conditions of service plus employees employed on other terms and conditions of employment as a result of TUPE (or similar) transfers.

- 5.2 The 'Senior Management' salary bands for implementation as at 1 April 2018 are set out in Table 2 overleaf.
- 5.3 In 2016, a two year 'cost of living' pay award was agreed nationally for Chief Executives and Chief Officers with 1% for 1<sup>st</sup> April 2016 to 31<sup>st</sup> March 2017 and a further 1% for 1<sup>st</sup> April 2017 to 31<sup>st</sup> March 2018. No national pay claim has been received for 2018. In 2016, the same two year agreement of 1% was agreed nationally that affected band 13-15 employees. In 2018 the national employers made a final offer to the Trade Unions covering the period 1<sup>st</sup> April 2018 to 31<sup>st</sup> March 2020. This is a complex offer that includes the introduction of a new pay spine for 1<sup>st</sup> April 2019. If accepted for bands 13-15 it would mean a 2% increase covering the period from 1<sup>st</sup> April 2018 to 31<sup>st</sup> March 2019 and a further 2% covering the period 1<sup>st</sup> April 2019 to 31<sup>st</sup> March 2020.
- 5.4 Any increments due are implemented automatically on an annual basis.
- 5.5 In respect of Chief Officers (those posts below the Chief Executive and Directors) in the Council operates with a small number of bandings to provide operational and strategic flexibilities, whilst providing a robust and competitive pay strategy to retain and attract high caliber staff.

**Table 2 – Proposed Salary bands of 'Senior Management'**

<b>Role</b>	<b>Annual Salary Band as at 1 April 2017</b>	<b>No of Points in Pay Band</b>
Chief Executive	£142,814 – £153,015	6
Director of Children's and Joint Commissioning	£102,010 - £112,211	6
Director of Adults and Community Based Services	£102,010 - £112,211	6
Director of Regeneration and Neighbourhoods	£102,010 - £112,211	6
Director of Finance and Policy	£102,010 - £112,211	6
Director of Public Health	£78,722 - £84,345	3
Chief Officer – Band A	£78,722 - £84,345	3
Chief Officer – Band B	£70,288 - £75,911	3
Chief Officer – Band C	£59,042 - £67,476	4

- 5.6 Information on 'Senior Management' responsibilities and remuneration will be published on the Council's website<sup>7</sup> in line with Local Government Transparency Code 2015<sup>8</sup> and the Accounts and Audit Regulations 2015<sup>9</sup>.

<sup>7</sup> Available at: [https://www.hartlepool.gov.uk/info/20004/council\\_and\\_democracy/430/local\\_government\\_transparency\\_code](https://www.hartlepool.gov.uk/info/20004/council_and_democracy/430/local_government_transparency_code)

## 6. ADDITIONAL BENEFITS

- 6.1 Employees receive/have access to additional benefits (in addition to basic salary) as outlined in the Table 3 overleaf.

**Table 3 – Additional Benefits**

<b>Employees</b>	<b>Additional Benefit</b>
All officers involved in delivering local, Parliamentary and/or European elections and/or referenda	Duty payments in connection with elections as determined locally in consultation with the other Tees Valley Councils and/or by statute depending on the duties concerned.
Employees in Development Scheme posts	Progression through pay bands where pre-determined progression criteria are met.
All employees whose pay reduces as a consequence of organisational change, job evaluation or redeployment	The pay protection arrangements detailed in the Council's Single Status Agreement apply to all employees as a means of assisting employees to adjust, over a 3 year period, to a reduction in pay arising from organisational change, job evaluation or redeployment. At the end of the 3 year protection period the standard pay arrangements apply.
All employees who are members of public sector pension schemes	<p>The Council operates the Local Government Pension Scheme (LGPS), the Teachers Pension Scheme (TPS) and the NHS Pension Scheme (PHPS) and makes employer pension contributions, as required, for all employees who elect to participate in one of the above schemes. The employer pension contributions from 1 April 2018 are as follows</p> <p>Local Government Pension Scheme -15.4% of pensionable pay</p> <p>Teachers Pension Scheme - 16.48% of pensionable pay</p> <p>NHS Pension Scheme – 14.38% of pensionable pay</p> <p>The contribution rates are regularly reviewed and set by actuaries advising the various Pension Funds.</p>

<sup>8</sup> Available at: <https://www.gov.uk/government/publications/local-government-transparency-code-2015>

<sup>9</sup> Available at: <http://www.legislation.gov.uk/uksi/2015/234/contents/made>

All employees in posts where there are particular recruitment and/or retention difficulties	<p>As a general rule, the pay bands provide relevant and adequate compensation to attract and retain employees for the vast majority of posts and the necessity to apply a salary supplement should not exist. There may be specific circumstances, however, where an additional market forces supplement may be required to either attract hard to recruit categories of employees or to retain such employees within the employment of the Council. In all circumstances a business case will need to be developed (and reviewed regularly) to support the payment of market supplements which will be approved by members in relation to posts subject to the Council's Officer Employment Procedure Rules<sup>10</sup> and by the Director of Finance &amp; Policy in relation to all other posts.</p> <p>The market forces supplement arrangements detailed in the Council's Single Status Agreement apply to all employees.</p>
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**Table 3 (cont) – Additional Benefits**

<b>Posts/Employees</b>	<b>Additional Payment</b>
All permanent employees	Able to access the Council's Lease Car scheme through a salary sacrifice arrangement in accordance with Her Majesty's Revenues and Customs (HMRC) rules and at no cost to the Council.
Employees registered and in receipt of Childcare Vouchers via the Council run Scheme on 5 April 2018.	Able to continue to access the Council's Childcare Voucher scheme through a salary sacrifice arrangement in accordance with Her Majesty's Revenues and Customs (HMRC) rules and at no cost to the Council.
All employees	Able to access the Council's Cycle to Work scheme through a salary sacrifice arrangement in accordance with Her Majesty's Revenues and Customs (HMRC) rules and at no cost to the Council.
All employees	The Council pay a range of allowances/premium payments as detailed in National Conditions of Service (see Table 1).
All employees employed under the National Joint Council	The Council pay a range of allowances/premium payments as detailed in the Council's Single Status

<sup>10</sup> Available at [https://www.hartlepool.gov.uk/info/20004/council\\_and\\_democracy/370/hartlepool\\_borough\\_councils\\_constitution](https://www.hartlepool.gov.uk/info/20004/council_and_democracy/370/hartlepool_borough_councils_constitution)

(NJC) for Local Government Services conditions of service	Agreement subject to employees meeting the criteria for payment.
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## 7. CHANGES TO SALARIES

- 7.1 Changes in salary for employees will occur only as a result of
- the application of the provisions in Table 3.
  - Promotion.
  - significant changes to an employee's role which results in a different pay band being appropriate (as confirmed by the outcome of an appropriate job evaluation process, where appropriate).
  - an honorarium or ex-gratia payment being appropriate to recognise circumstances or events not covered by conditions of service.
  - progression of a maximum of one increment each year within previously agreed pay bands based on service.
  - changes in the working arrangements of employees.
- 7.2 The Council does not currently award any performance related pay or bonuses to any of its employees or require them to have an element of their basic pay 'at risk' to be 'earned back' through meeting pre agreed objectives.

## 8. PAY STRUCTURE PAYMENTS TO ALL EMPLOYEES (INCLUDING CHIEF OFFICERS) UPON TERMINATION OF EMPLOYMENT AND PUBLIC SECTOR EXIT PAYMENT RECOVERY

- 8.1 Employees who cease to hold office or be employed by the Council will receive payments based on entitlement within their contract of employment, their general terms and conditions and existing policies in relation to the Local Government Pension Scheme<sup>11</sup>, specifically the Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2006 and Local Government (Discretionary Payments) (Injury Allowances) Regulations 2011<sup>12</sup>.
- 8.2 In accordance with the Council's Constitution, the determination of early retirement applications which do not generate sufficient savings to ensure that the costs of the application (including salary paid in lieu, redundancy compensation, strain on the pension fund, holiday pay and any bonuses, fees or allowances paid) are recovered within a pay-back period of 3.05 years or less are considered by members of the Personnel Sub Committee. Officers determine all other early retirement applications. This arrangement complies with previous Audit Commission guidance, has worked very well for a number

<sup>11</sup> Available at: <http://www.lgpsregs.org/>

<sup>12</sup> Available at: <http://timeline.lge.gov.uk/regidx.html>

of years and is an effective and efficient way of dealing with early retirement applications.

- 8.3 The Council, under the provisions of The Small Business, Enterprise and Employment Act 2015, implementing the Public Sector Exit Payment Recovery Regulations, with effect from 1<sup>st</sup> April 2016, will seek to recover, on a tapered basis, any public sector exit payments made under these regulations. This applies to those public sector workers who earned £80,000 per year or more and return to work for a public sector employer within 12 months of receipt of the exit payment.

## **9. LOWEST PAID EMPLOYEES**

- 9.1 The lowest paid employees from 1<sup>st</sup> April 2017 will be remunerated at JNC for Government Services spinal column point 11 (equivalent to £15,807 per annum, £8.19 per hour) as a consequence of the Council increasing its own Living Wage for its employees with effect from 1 December 2015. The pay offer made nationally to trade unions, if accepted, would increase the JNC rates at spinal column point 11 to £8.82 per hour thereby surpassing both the current Hartlepool Living Wage and the National Living Wage; the latter is set to increase to £7.83 per hour on 1<sup>st</sup> April 2018. The offer also identifies a JNC minimum scale point of £9.00 per hour from 1<sup>st</sup> April 2019 linked to a new national pay spine.
- 9.2 The Council introduced its Single Status Agreement on 1<sup>st</sup> April 2007. The lowest paid employees within the Council are appointed to jobs which have been evaluated using the NJC Job Evaluation Scheme and are remunerated accordingly.
- 9.3 The relationship between the rates of pay for the lowest paid and for senior management is determined by the processes used for determining pay and grading structures as set out earlier in this Policy Statement.
- 9.4 The Council's 'median pay multiple', which complies with the Local Government Transparency Code 2015<sup>13</sup>, is the ratio between the taxable earnings of the highest paid employee and the median taxable earnings of the whole of the Council's workforce. The Chief Executive with a pay band of £142,814 - £153,015 at 1<sup>st</sup> April 2017 rates, is the highest paid employee.
- 9.5 The 2017 'pay multiple' with comparative data is detailed in Table 5.

### **Table 5 – 'Pay Multiple'**

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<sup>13</sup> Available at <https://www.gov.uk/government/publications/local-government-transparency-code-2015>



<b>Date</b>	<b>Taxable earnings of the highest paid employee</b>	<b>Median taxable earnings of the whole of the Council's workforce</b>	<b>Pay multiple based upon the taxable earnings of the highest paid employee</b>
31 March 2014	£140,833	£17,051	8.26
31 March 2015	£142,833	£18,211	7.84
31 March 2016	£119,610 <sup>17</sup>	£18,074	6.62
31 March 2017	£126,772	£18,383	6.90

N.B. The pay multiple changes each year as a consequence of a combination of the taxable earnings of the highest paid employee increasing due to incremental progression within the pay band of £142,814 - £153,015, the time they are in post and the median taxable earnings of the whole of the Council's workforce changing.

- 9.6 The Council will generally aim to ensure that the basic pay 'pay multiple' does not exceed a value of ten.

## **10. EMPLOYMENT OF INDIVIDUALS ALREADY IN RECEIPT OF A PUBLIC SECTOR PENSION**

- 10.1 The Council does not generally support the employment of individuals already in receipt of public sector pensions as doing so potentially restricts the recruitment of younger workers who may be disadvantaged in the labour market. However, there may be circumstances where the employment of an individual with a public sector pension is the most effective and efficient way of meeting the Council's needs. Under the Officer Employment Procedure Rules<sup>14</sup> Members will approve all appointments for Head of Paid Service, Directors, Chief Officers reporting to a Director or Head of Paid Service and assistants to political groups. In respect of all other posts the Chief Executive (in his/her role as head of the paid service) will formally approve any appointments.

## **11. EMPLOYMENT OF INDIVIDUALS ALREADY UNDER A CONTRACT FOR SERVICES**

The Council does not generally support engaging individuals under a 'contract for services' where the Council is not required to make either pension or national insurance contributions for such individuals as it supports the Government's commitment to tackling all forms of tax avoidance and recognises that public appointments that involve arrangements whereby savings in tax and National Insurance contributions are made may be at the expense of other taxpayers or other parts of the public sector. However there may be exceptional circumstances where engaging an individual under these

<sup>14</sup> Available at:  
[https://www.hartlepool.gov.uk/downloads/file/3971/hartlepool\\_borough\\_councils\\_constitution\\_2017-18\\_part\\_4\\_-\\_rules\\_of\\_procedure](https://www.hartlepool.gov.uk/downloads/file/3971/hartlepool_borough_councils_constitution_2017-18_part_4_-_rules_of_procedure) p117.



terms is the most effective and efficient way of meeting the Council's needs. If this situation applies formal approval will be sought from members in relation to posts subject to the Officer Employment Procedure Rules<sup>18</sup> and from the Chief Executive (in his/her role as head of the paid service) in respect of other posts and individuals will be sourced through an appropriate procurement process in accordance with the Council's Contract Procedure Rules (which ensure the Council is able to demonstrate the maximum value for money benefits from competition in securing the relevant service).

## **12. INCOME TAX AND NATIONAL INSURANCE**

- 12.1 The Council does not enter into arrangements with individual employees to minimise their tax and national insurance contributions other than via salary sacrifice schemes in accordance with Her Majesty's Revenues and Customs (HMRC) rules.

## **13. USE OF AGENCY WORKERS**

- 13.1 The Council does not generally support using agency workers. However there may be circumstances where engaging agency workers is the most efficient and effective way of meeting the Council's needs. If this situation applies, formal approval will be sought from the relevant Assistant Director. Agency workers operating in the Council receive at least the Hartlepool Living Wage initially and at least the pay of comparable employees after 12 weeks of qualifying service.

## **14. APPRENTICES**

- 14.1 Apprentices are paid the appropriate national minimum wage (depending upon individual circumstances).
- 14.2 Employees with substantive jobs who undertake apprenticeships via the Council's Adult Education service within their current duties and responsibilities will continue to be paid in accordance with their contract of employment.

## **15. USE OF ZERO HOURS CONTRACTS**

- 15.1 The Council does not generally support the use of zero hour contracts and has acted to end such contracts, with the exception of where an individual employee has specifically requested to remain on such a contract. There may be circumstances where an individual employee requests a zero hours based contract, or where use of zero hour contracts is an effective and efficient way of meeting the Council's needs. In these circumstances the Director of Finance and Policy (or nominees) will determine when this applies. The Director of Finance and Policy **must** consult with the Chief Executive and Chair of Finance and Policy Committee before the use of any such contracts are approved. Where employees are employed on a zero hours contract they are employed on a permanent or fixed term basis, are entitled to request a review

of their contracted hours at any time after six months in post and are not prevented from working for other employers.

## **16. CONTRACTORS**

- 16.1 The Council requires that contractors comply with the national minimum wage legislation and the new national living wage legislation with effect from 1<sup>st</sup> April 2016 in all new and extended Council contracts and encourages all contractors to pay the Council's Living Wage (see 9.1 above) and avoid the use of zero hours contracts (see 15.1 above).
- 16.2 The Council will encourage all local employers employing 250 or more employees to publish their pay multiple.



2018-0018483POGibb

**Rt Hon Nick Gibb MP**  
Minister of State for School Standards

Sanctuary Buildings, 20 Great Smith Street, Westminster, London, SW1P 3BT  
tel: 0370 000 2288 [www.education.gov.uk/help/contactus](http://www.education.gov.uk/help/contactus)

Councillor Paul Beck  
Ceremonial Mayor  
Hartlepool Borough Council  
Civic Centre  
Hartlepool  
TS24 8AY

Your ref: PB/SR

9 May 2018

Dear Councillor Beck,

Thank you for your further letter of 16 April, regarding school funding.

As stated in my previous response, the Department has published the end point figures for the national funding formula. These set out what every school could receive if the formula is implemented in full, based on 2017-18 data. We have been very clear that it is our intention to move to that full formula, and this remains the case.

The funding floor is as much a core part of the formula as any other formula factor, and it should be viewed in the same way. It is no more or less likely to be removed or changed than any other factor within the formula. You will understand that any spending plans beyond 2019-20 are subject to the next Spending Review and I am, therefore, not able to make any commitments about the future of funding beyond 2020.

We are aware of the concerns in Hartlepool and elsewhere about increasing high needs costs. We are monitoring the effect of the national funding formula for high needs on local authority spending decisions, and are keeping the overall amount of funding for high needs under review.

In the meantime, local authorities are advised to adopt a more strategic approach to the way that special provision is commissioned. This includes working more closely with other local authorities and health service commissioners. To assist local authorities with this, we established a high needs strategic planning fund of £23 million in 2017 so that local authorities can review their special provision, working with schools and parents in their area, to decide how best to spend their high needs funding. We have also produced a benchmarking tool for local authorities to compare their high needs spending. More information is available at: [tinyurl.com/JYwtvw7](https://tinyurl.com/JYwtvw7).

We have considered carefully how to make the operation of the formula responsive to demographic changes, and to ensure that the additional funding that we are making available for demographic growth is targeted at those authorities most affected. The use of population and other proxy factors in the formula will ensure that local authorities' allocations will increase in proportion to the number of those aged 2 to 18 within the local population, and to the characteristics of that population.

We have calculated the funding floor and gains based on the total size of the local population. This means that those local authorities that are protected by the funding floor, and those that are receiving gains, both attract additional funding if their population grows. The formula does not take into account the number of children with education, health and care plans. This is because doing so would provide a perverse incentive for local authorities to assess more children as needing plans in order to attract more funding, rather than consider the need for a plan on the basis of each child's individual needs as specified in the legislation and code of practice.

With best wishes.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Nick Gold', written in a cursive style.

# CLEVELAND FIRE AUTHORITY

## MINUTES OF ORDINARY MEETING

23 MARCH 2018



### **PRESENT:**

#### **CHAIR**

Cllr Jan Brunton Dobson – Middlesbrough Council

#### **HARTLEPOOL BOROUGH COUNCIL**

Councillors Marjorie James, Rob Cook

#### **MIDDLESBROUGH COUNCIL**

Cllrs Teresa Higgins, Naweed Hussain, Tom Mawston

#### **REDCAR & CLEVELAND BOROUGH COUNCIL**

Cllrs Neil Bendelow, Norah Cooney, Ray Goddard, Mary Ovens,

#### **STOCKTON ON TEES BOROUGH COUNCIL**

Cllrs Gillian Corr, Paul Kirton, Jean O'Donnell, William Woodhead MBE

#### **AUTHORISED OFFICERS**

Chief Fire Officer, Director of Corporate Services, Legal Adviser and Monitoring Officer, Treasurer

#### **IN ATTENDANCE**

Phil Lancaster - Director of Community Protection

Tony Curry – Regional Secretary for Fire Brigades Union (FBU)

### **APOLOGIES FOR ABSENCE:**

Councillor Ray Martin-Wells – Hartlepool Borough Council

Councillor Mick Stoker – Stockton Borough Council

### **116. DECLARATIONS OF MEMBERS INTEREST**

It was noted no Declarations of Interests were submitted to the meeting.

### **117. MINUTES**

**RESOLVED** – that the minutes of the Ordinary meeting of 16 February 2018 be confirmed.

### **118. MINUTES OF MEETINGS**

**118.1 RESOLVED** - that the Minutes of the Audit & Governance Committee meetings on 24 August 2017, 10 November 2017 and 23 February 2018 be confirmed.

**118.2 RESOLVED** - that the Minutes of the Executive Committee meeting on 9 March 2018 be confirmed.

### **119. COMMUNICATIONS RECEIVED BY THE CHAIR**

Gill Gittins - European Court of Justice Case: Ville de Nivelles v Matzak, NJC/3/18 – Inclusive Fire Service Group

Home Office - Compliance with the Fire and Rescue National Framework

Zoe Billingham - FRS inspection update

Shehla Husain - Fire Revenue New Dimensions Grant 2018/19

Nick Hurd MP - Assessment of demand, risks and resilience across FRSs

**RESOLVED** – that the communications be noted.

**120. REPORT OF THE CHIEF FIRE OFFICER**

**120.1 Community Integrated Risk Management Plan (CIRMP) 2018/19 – 2021/22 and Service Plan 2018/19**

The Chief Fire Officer (CFO) informed Members that the draft CIRMP 2018-22, including a suite of proposals, had been approved by the Authority on 8 December 2017 and had been subject to a comprehensive consultation exercise which ran from 11 December 2017 – 2 February 2018.

He outlined the report, which had been considered by the Executive Committee at the meeting on 9 March 2018. This covered:

- Community Risk Assessment
- Review of Emergency Response Standards
- Operational Configuration of Resources
- Medium Term Financial Position as at December 2017
- Draft CIRMP 2018/19 – 2021/22
- Cleveland Fire Authority's Consultation Process
- Consultation Feedback, Key Findings and Assurance
- Updated Medium Term Financial Position
- Proposed Changes to the Draft CIRMP Proposals 2018-22
- Impact Assessment following changes to the draft CIRMP Proposals 2018-22
- Workforce Transition Plan

The Director of Community Protection (DoCP) took Members through the consultation process, feedback, key findings and assurance detailed at sections 9 to 12 of the report.

The CFO reported that since the plan was approved for consultation the Authority had received an updated medium term financial position reflecting the 2018/19 Local Government Financial Settlement announcement with the Government increasing core Council Tax referendum limits from 2% to 3% for 2018/19 and 2019/20. The impact of these changes was outlined in Table 1 in section 13 of the report and Table 2 outlined the effect on timelines for implementing proposed changes. There had also been a change at 14.3 as moving to 4 riders had been put back to 2019/20.

The Chair invited Tony Curry, Regional Secretary for the Fire Brigades Union (FBU) North East to speak on behalf of the local FBU Brigade Secretary and Chair in their absence. He confirmed that Members had received a copy of the FBU's comprehensive response to the CIRMP proposals and raised issues on the following areas:

- Public Consultation Exercise too complicated
- The IRMP process does not fully address local risk and deprivation
- Cuts to control Staff and Incident Command Unit
- Equal Entitlement
- Industrial Fires/Large Incidents
- Operational Crewing and Broadening of a Firefighters role
- Senior Management Structure
- Overview of Cuts/Comparisons numbers employed by post and budget

## **120.1 Community Integrated Risk Management Plan (CIRMP) 2018/19 – 2021/22 and Service Plan 2018/19 continued**

Councillor James asked how many whole time firefighters in Cleveland were also retained firefighters and asked for assurances that the EU Time Directive was not being breached. The CFO confirmed that the Authority employed a number of wholetime firefighters who were also retained but for those who were employed elsewhere this was outside of the Authority's control.

Members asked if the Authority had discussed the draft CIRMP 2018-22 proposals with the FBU and whether the CFO had seen the FBUs statement prior to the meeting. The CFO confirmed that the CIRMP was a standing agenda item at his regular meetings with the FBU and although he had not had sight of the statement, discussions around the contents had taken place with both parties agreeing to a difference in opinion. Members also sought further information on the social media consultation.

Mr Curry confirmed that the statement contained the key points from the comprehensive FBU submission to the CIRMP 2018-22 consultations. The Chair acknowledged that the Authority's officers had worked extremely hard in producing the documents and presentations which Staff and Members had received throughout the CIRMP 2018-22 process.

### **RESOLVED:-**

- (i) That Members noted, the Authority's approved (December 2017) draft CIRMP 2018-22 proposals attached as Appendix 1 which were established as a result of the outcomes from the Authority's:**
  - integrated risk assessment process as detailed in section 4 of this report and the Authority's Community Risk Profile Report.
  - review of its emergency response standards as detailed in section 5 of this report and the Authority's Emergency Response Standards Review Report.
  - review of its operational resource configuration as detailed in section 6 of this report and the Authority's Operational Configuration Report.
  - medium term financial December 2017 position as detailed in Section 7 of this report.
- (ii) That Members noted the details and key findings from the Authority's consultation exercise as set out in Sections 9, 10 and 11 of this report and in the Consultation Feedback Report (CFR) at Appendix 2.**
- (iii) That Members noted the updated medium term financial position as detailed in Section 13 of this report and the Authority's approved Medium Term Financial Strategy which changed the 2018/19 saving requirement from £1.082m to £0.752m and the 2019/20 saving requirement from £0.799m to £0.924m and sets out a contribution of £0.22m from reserves for the year 2018/19.**
- (iv) That as recommended by the Executive Committee on 9 March 2018, and in light of the Authority's comprehensive risk assessments, consultation exercise and updated medium term financial position, Members approved:**
  - no changes to the nature of the draft CIRMP proposals 2018-22
  - the revised timeline for implementation of the proposals relating to financial savings as indicated in Table 2 of Section 14 of this report
  - a final suite of CIRMP 2018-22 proposals, aligned to the Authority's new strategic goals as set out at Appendix 3 of this report for implementation commencing 1 April 2018

**120.1 Community Integrated Risk Management Plan (CIRMP) 2018/19 – 2021/22 and Service Plan 2018/19 continued**

- approve the Authority's CIRMP 2018/19 - 2021/22 attached at Appendix 4 for implementation commencing 1 April 2018
- (v) That Members approved the year one CIRMP Corporate proposal as set out in Appendix 3 to constitute as the Authority's Service Plan 2018/19, that will be published in April 2018.
- (vi) That Members noted that robust workforce planning arrangements will mean that no redundancies will need to be made as a result of implementing these proposals.

**120.2 Position Statement: Installation of Sprinkler Systems and /or Suppression Systems**

The CFO reported that the Authority had long been an exponent of installing sprinkler systems and/or suppression systems and continued to lobby government for these to be installed in buildings where there was a risk based case for doing so.

At the Audit & Governance meeting on 23 February 2018, the CFO committed to re-affirm the position statement for Members to consider which outlined the Authority's position on the installation of fire sprinklers and other suppression systems within all new and redeveloped buildings, as outlined in full at Appendix 1, and which included:

- Schools
- Domestic premises
- Registered Social Landlords
- Residential Care Homes
- Commercial Premises

Councillor James requested that this list be extended to include houses in multiple occupation (HMO) and premises over three storeys high.

Councillor Ovens questioned whether new commercial buildings would be willing to put sprinkler systems in. The DoCP reported that the statutory requirement for sprinklers to be installed was in commercial properties over 20,000m<sup>2</sup>.

The CFO reported that the intention was for the Authority's firm commitment to be communicated to all four local authorities and individual members of planning committees. He highlighted a recent case where direct intervention by the Brigade to Hartlepool Borough Council's (HBC) planning officers had resulted in developers committing to including sprinklers in its plans for a new secondary school.

Councillor Ovens applauded HBC's planning officers for taking the Brigade's recommendations on board and asked for similar support to be sought across all constituent authorities' planning committees.

Members suggested local MPs be invited to the Authority to discuss sprinkler systems. The Chair confirmed that this issue had been discussed at the recent LGA Fire Conference and inviting MPs would be a positive way forward.



**120.2 Position Statement: Installation of Sprinkler Systems and /or Suppression Systems**

**RESOLVED:-**

- (i) That the fire sprinkler position statement be noted.
- (ii) That the Authority's position statement on the installation of fire sprinklers and other fire suppression systems within all new and redeveloped buildings where there is a risk based case for doing so (to include houses in multiple occupation and buildings over three storeys high) be approved and signed by the Chair.
- (iii) That the local MPs be invited to the Authority to discuss sprinklers.

The Treasurer left the room

**120.3 Service Level Agreement for the Provision of Financial Services**

The CFO informed Members of the intention to exercise the option to extend the Brigade's Service Level Agreement (SLA) with Hartlepool Borough Council (HBC) for the provision of financial, payroll and audit services.

He reported that as the current contract had been delivered satisfactorily in accordance with the specification and standards detailed in the agreement it was proposed that the option to extend the contract to 31 March 2020 be exercised.

**RESOLVED – That Members approved the extension of the existing Service Level Agreement with Hartlepool Borough Council for the provision of Financial, Payroll and Audit services to 31 March 2020, at the Fire Authority's discretion as set out in the Service Level Agreement, and in accordance with the Authority's contract procedure rules.**

Treasurer returned to the meeting

**120.4 Information Pack**

- 120.4.1 National Joint Council Circulars
- 120.4.2 Campaigns
- 120.4.3 Equality & Diversity Strategy – Gender Pay Gap data
- 120.4.4 LGA Annual Fire Conference & Exhibition - Gateshead

**RESOLVED – that the information pack be noted**

**121. REPORT OF THE CLERK**

**121.1 Calendar of Meetings 2018/19**

Members considered the proposed schedule of Cleveland Fire Authority meetings for the municipal year of 2018/2019. The Chair confirmed that the dates were aligned to the Authority's business planning calendar and all meetings would commence at 2.00pm at Cleveland Fire Brigade Training and Administration Hub in Hartlepool.

**RESOLVED – That the Cleveland Fire Authority meeting schedule for 2018/19 be approved.**

## **122. REPORT OF THE TREASURER**

### **122.1 Treasury Management Strategy 2018/19**

The Treasurer reported that the Treasury Management Strategy 2018/19 had been scrutinised by the Audit & Governance Committee at its meeting on 23 February 2018 and briefly outlined the contents of the report which covered:

- Economic Background and Outlook for Interest Rates
- Interest Rate Forecasts
- Treasury Management Outturn Position 2016/17 and 2017/18 Mid-Year Review
- Treasury Management Strategy 2018/19
- Borrowing Strategy 2018/19
- Investment Strategy 2018/19
- Minimum Revenue Provision and Interest Costs / Regulatory Information 2018/19

**RESOLVED - That as recommended by the Audit and Governance Committee on 23 February 2018, the report be noted and the following detailed recommendations for the 2018/19 Treasury Management Strategy be approved:**

- i) **That the prudential indicators outlined in Appendix B of Appendix 1 be approved.**
- ii) **Borrowing Strategy 2018/19**  
**That Members noted that in the event of a change in economic circumstances that the Treasurer may take out additional borrowing in advance of need if this secures the lowest long term interest cost.**
- iii) **Investment Strategy 2018/19**
  - a. **That Members approved that Svenska Handelsbanken be brought into line with other category A counterparties and no longer identified separately.**
  - b. **That the Counterparty limits as set out in paragraph 9.8, which incorporates the above recommendation, be approved.**
- iv) **Minimum Revenue Provision (MRP) Statement**  
**That the following MRP statement be approved:**
  - **For capital expenditure incurred before 1<sup>st</sup> April, 2008 the Authority's MRP policy is to calculate MRP in accordance with former CLG Regulations. This is 4% of the Capital Financing Requirement except where the Authority makes Voluntary Revenue Payments which is in excess of the amount required by these regulations, based on asset life;**
  - **From 1<sup>st</sup> April, 2008 the Authority calculates MRP based on asset life for all assets or where prudential borrowing is financed by a specific annuity loan, MRP will be calculated according to the actual annuity loan repayments.**

## **123. REPORT OF THE LEGAL ADVISER AND MONITORING OFFICER**

### **123.1 Pay Accountability – Pay Policy Statement 2018/19**

The Legal Adviser & Monitoring Officer (LAMO) reported that in line with the provisions set out in the Localism Act 2011, the Authority had a statutory duty to prepare a Pay Policy Statement for each financial year relating to:

- the remuneration of its chief officers
- the remuneration of its lowest paid employees
- the relationship between:

**123.1 Pay Accountability – Pay Policy Statement 2018/19 continued**

- the remuneration of its chief officers and
- the remuneration of its employees who are not chief officers

The LAMO reported that the Executive Committee had considered the Pay Policy Statement 2018/19 at its meeting on 9 March 2018. He referred Members to Appendix 1 which highlighted the remuneration of the lowest paid employees which was:

- Firefighter (Development) - £23,394
- Non-operational employees Grade B (Development) - £17,173

He reported that the Government's National Living Wage sets a minimum wage for all workers aged 25 years and over which equates to £15,104, which was lower than the Authority's lowest paid employees.

**RESOLVED – That Cleveland Fire Authority's Pay Policy Statement 2018/19 be approved and published by the Authority.**

**124. ANY OTHER BUSINESS**

**124.1 Grangetown Community Fire Station Official Opening**

The Chair passed on her thanks to all staff involved in the official opening of Grangetown Community Fire Station on 16 March 2018.

**124.2 Retirement of Director of Community Protection**

The Chair congratulated Phil Lancaster on his impending retirement from his role as Director of Community Protection. She thanked him for 30 years loyal service to the Brigade and the support he has given the Authority over that time.

**125. LOCAL GOVERNMENT (ACCESS TO INFORMATION) (VARIATION ORDER) 2006  
RESOLVED - "That under Section 100(A) (4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following items of business, on the grounds that it involves the likely disclosure of exempt information as defined in paragraphs 3 and 4 below of Part 1 Schedule 12A of the Local Government Act 1972 as mended by the Local Government (Access to Information) (Variation) Order 2006", namely information relating to any financial or business affairs of any particular person (including the authority) holding that information and namely information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority.**

**126. CONFIDENTIAL MINUTES OF MEETINGS**

**RESOLVED – that the Confidential Minutes of the Executive Committee meeting on 9 March 2018 be confirmed.**

**127. CONFIDENTIAL REPORTS OF THE CHIEF FIRE OFFICER**

**127.1 Community Integrated Risk Management Plan 2018-22: Senior Management Review**

Members received details on the CIRMP 2018-22: Senior Management Review

**127.2 Provision of Monitoring Officer and Legal Services**

The CFO updated Members on the Authority's arrangements for Monitoring Officer and Legal Services.

**COUNCILLOR JAN BRUNTON DOBSON  
CHAIR**