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The Chair and Members of  
Employment and General Committee

12 February 2024

Dear Councillor,

Please attend a meeting of the EMPLOYMENT AND GENERAL COMMITTEE to be held on TUESDAY, 20 FEBRUARY 2024 at 10.00 am in Committee Room 1, Town Hall, Rose Hill, Chesterfield, the agenda for which is set out below.

AGENDA

Part 1(Public Information)

1. Declarations of Members' and Officers' Interests relating to Items on the Agenda
2. Apologies for Absence
3. Minutes (Pages 3 - 6)
4. Council Tax Base 2024/25 (Pages 7 - 18)
5. Local Government Act 1972 - Exclusion of Public

To move "That under Section 100(A)(4) of the Local Government Act 1972 the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Paragraph 1 of Part 1 of Schedule 12A of the Act".

6. Minutes of the Employer Trade Union Committee (Pages 19 - 28)

7. Minutes of the Council Health and Safety Committee (Pages 29 - 38)

Yours sincerely,

A handwritten signature in black ink, appearing to be 'Randy', written in a cursive style.

Head of Regulatory Law and Monitoring Officer

**EMPLOYMENT AND GENERAL COMMITTEE****Monday, 20th November, 2023**

Present:-

Councillor P Innes (Chair)

Councillors Davenport  
Baldauf-GoodCouncillors Culley  
Falconer

\*Matters dealt with under the Delegation Scheme

**26 DECLARATIONS OF MEMBERS' AND OFFICERS' INTERESTS  
RELATING TO ITEMS ON THE AGENDA**

No declarations of interest were received.

**27 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Brock.

**28 MINUTES****\*RESOLVED –**

That the Minutes of the meeting of the Employment and General Committee on 30 January, 2023 be approved as a correct record and signed by the Chair.

**29 CHRISTMAS/NEW YEAR DISCRETIONARY DAY 2023**

Head of HR, Payroll and Support Services presented a report to the committee on the proposed discretionary day for Christmas/New Year 2023/24 following a recent poll on Aspire.

The preferred date of 27 December 2023 had received 77% of the votes.

It was recommended that the discretionary day for 2023/24 was approved as Wednesday 27 December for all staff.

**\*RESOLVED –**

That the Christmas and New Year 2023/24 discretionary day be approved as 27 December 2023 for all staff.

### 30 **RESPIRATORY PROTECTIVE EQUIPMENT POLICY UPDATE**

The Strategic Health, Safety and Risk Manager and Service Director – Digital, HR and Customer Services presented a report to the committee for proposed changes to the Council’s policy for the use of Respiratory Protective Equipment (RPE) 2023-2027.

Committee heard that one of the changes to the policy would include the length of time between face fittings, changing from 12 months to 24 months. Guidance had been received that a periodic review every 24 months was sufficient and aligned to industry guidance. Other factors trigger a review of a face fit test. Those being for example, dental treatment, rapid weight loss, new piercings to the face, compatibility factors such as wearing RPE with the use of prescription glasses, etc.

Employees were previously prohibited from using the Air Fed Hoods (Notably, category B works in Housing Property Services) when working on Asbestos containing material. The restriction in the policy has been removed and reverted to a risk assessment led approach.

Members heard that employees would not be expected to share their masks and the masks would be the sole responsibility of the employee. Air fed hoods would need to be properly cleaned and stored in between each job.

#### **\*RESOLVED –**

That the changes to the Council’s Respiratory Protective Equipment (RPE) 2023-2027 policy be approved.

### 31 **LOCAL GOVERNMENT ACT 1972 - EXCLUSION OF PUBLIC**

#### **RESOLVED –**

That under Section 100(A)(4) of the Local Government Act 1972 the public be excluded from the meeting for the following items of business on

the grounds that they involved the likely disclosure of exempt information as defined in Paragraph 1 of Part 1 of Schedule 12A of the Act.

**32 MINUTES OF THE EMPLOYER TRADE UNION COMMITTEE**

The Minutes of the meetings of the Employer/Trade Union Committee held on 6 March, 17 April, 22 May, 10 July and 18 September, 2023 were considered.

**RESOLVED –**

That the Minutes be received and noted.

**33 MINUTES OF THE COUNCIL HEALTH AND SAFETY COMMITTEE**

The Minutes of the meetings of the Council Health and Safety Committee held on 24 May and 19 July, 2023 were considered.

**RESOLVED –**

That the Minutes be received and noted.

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**For publication**

**Calculation of Tax Base 2024/25**

<b>Meeting:</b>	Employment & General
<b>Date:</b>	20 February 2024
<b>Cabinet portfolio:</b>	Leader
<b>Directorate:</b>	Finance

**1.0 Purpose of the report**

1.1 To approve the Tax Base calculation for 2024/25.

**2.0 Recommendations**

2.1 That the report for the calculation of the Council's Tax Base for the whole and parts of the area for 2024/25 be approved.

2.2 That pursuant to the report and in accordance with Local Authorities (Calculation of Tax Base) Regulations 1992 (as amended), the amount calculated by Chesterfield Borough Council as its Tax Base for the year 2024/25 shall be:

**Table – 2024/25 TAX BASE (Equivalent Number of Band 'D' Dwellings)**

	2023/24	2024/25	Increase / (Decrease)	
			No.	%
Chesterfield (whole area)	<b>30,222.43</b>	<b>30,443.17</b>	220.74	0.7
Staveley Town Council	<b>4,434.99</b>	<b>4,500.49</b>	65.50	1.5
Brimington Parish Council	<b>2,508.11</b>	<b>2,525.03</b>	16.92	0.7

**3.0 Reasons for recommendations**

3.1 To fulfil a statutory requirement and to enable the Council Tax to be set.

**4.0 Report details**

#### 4.1 Background

The Local Authorities (Calculation of Tax Base) Regulations 1992 (as amended) require the Borough Council as Billing authority to calculate the Tax Base for the Borough and the Parishes and to notify the Major Precepting Authorities (Derbyshire County Council and Derbyshire Police Authority), and those Parishes which request it, by 31st January each year.

Section 84 of the Local Government Act 2003 amended the tax setting regulations so that the tax base calculation no longer has to be approved by the full council. The calculation of the tax base is a procedural matter which, should be delegated to a non-executive committee. The Council agreed (17<sup>th</sup> December 2003) to delegate the function to the Employment and General Committee.

The tax base represents the estimated full year equivalent number of chargeable dwellings in an area, expressed as the equivalent number of Band D dwellings. Or more simply, it is an estimate of how much income a Council Tax of £1 would raise.

#### 4.2 Calculation of the Tax Base

The regulations mentioned at paragraph 4.1 prescribe the method of calculating the Tax Base and the statements at Appendices A, B, C and D show the Council's Tax Base calculation for the Whole Area, Chesterfield's non-parished areas, Staveley Town Council and Brimington Parish Council respectively.

The estimated collection rate was reduced in 2013/14 to 98.1% to reflect the increased difficulty of collecting small amounts from people affected by the changes to the council tax scheme. A review of collection rates has shown that this difficulty has decreased over time and it is now considered appropriate to work on the basis of a collection rate of 98.25%.

The overall Tax Base for 2024/25 at **30,443.17** (Appendix A) shows an increase of **220.74** or **0.7%** on the 2023/24 Tax Base of 30,222.43.

The Tax Base for each of the parished areas is as follows:

- ◆ Staveley **4,500.49** – an increase of 65.50 or 1.5% on last year's tax base of 4,434.99 (Appendix C); &
- ◆ Brimington **2,525.03** – an increase of 16.92 or 0.7% on last year's tax base of 2,508.11 (Appendix D).



## **5.0 Alternative options**

5.1 There are no alternative options.

## **6.0 Implications for consideration – Council Plan**

6.1 There are no Council Plan implications to consider in this report.

## **7.0 Implications for consideration – Financial and value for money**

7.1 Financial and value for money considerations are detailed in section 4.

## **8.0 Implications for consideration – Legal**

8.1 The setting of the tax base is a statutory requirement and enables the Council Tax to be set.

## **9.0 Implications for consideration – Human resources**

9.1 There are no human resource implications to consider in this report.

## **10.0 Implications for consideration – Risk management**

10.1 There are a number of significant risks inherent in any budget forecasting exercise. The most significant budget risk currently is the impact of the effect of the cost of living crisis and the council's ability to collect Council Tax.

## **11.0 Implications for consideration – community wellbeing**

11.1 There are no community wellbeing implications to consider in this report.

## **12.0 Implications for consideration – Economy and skills**

12.1 There are no economy and skills implications to consider in this report.

## **13.0 Implications for consideration – Climate Change**

13.1 Individual climate change impact assessments are not required for the budget process. These are included as part of the decision-making processes for specific spending options.

## **14.0 Implications for consideration – Equality and diversity**

14.1 Individual equality and diversity impact assessments are not required for the budget process. These are included as part of the decision-making processes for specific spending options.

## Decision information

<b>Non Key decision number</b>	
<b>Wards affected</b>	<b>All</b>

## Document information

<b>Report author</b>	
<b>Theresa Channell – Service Director Finance</b>	
<b>Background documents</b>	
These are unpublished works which have been relied on to a material extent when the report was prepared.	
<i>This must be made available to the public for up to 4 years.</i>	
<b>Appendices to the report</b>	
Appendix A	2024/25 Council Tax Base – Whole Area
Appendix B	2024/25 Council Tax Base – Chesterfield
Appendix C	2024/25 Council Tax Base – Staveley Town Council
Appendix D	2024/25 Council Tax Base – Brimington Parish Council

**2024/2025 COUNCIL TAX BASE - WHOLE AREA Appendix A**

<b>BAND</b>	<b>A (Disabled)</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>	<b>TOTAL</b>
Number of Dwellings		26,991.00	10,546.00	6,450.00	4,016.00	2,095.00	616.00	224.00	26.00	50,964.00
<b>Less</b> Exempt/Demolished(classes B & D to W))		496.00	197.00	132.00	58.00	26.00	12.00	3.00	0.00	924.00
<b>Less</b> Council Tax Reduction scheme	17.16	5,196.02	713.37	216.85	68.19	22.00	5.27	0.36	0.00	6,239.22
<b>Less</b> Revised Exempt Class A & C discount (on 100% discount)		290.00	82.00	25.00	12.00	5.00	6.00	1.00	0.00	421.00
<b>Less</b> Disregards at 50% (including 50% for work related dwellings)		11.88	6.00	4.50	3.50	2.50	6.50	7.00	3.50	45.38
<b>Less</b> Single Person and Disregard Discounts at 25%	5.25	3,285.25	946.50	482.25	220.50	88.50	26.50	8.75	0.00	5,063.50
<b>Plus</b> Empty Homes Surcharge (50% addition)		76.00	14.00	9.50	1.50	2.00	0.50	1.00	0.00	104.50
Adjustment for Disabled Relief	74.00	-16.00	1.00	-39.00	3.00	-17.00	8.00	-2.00	-12.00	0.00
Adjustments for New Properties and anticipated changes in reliefs		97.93	77.51	65.92	34.13	31.43	2.84	0.00	0.00	309.76
<b>Total for Band</b>	<b>51.59</b>	<b>17,869.78</b>	<b>8,693.64</b>	<b>5,625.82</b>	<b>3,692.44</b>	<b>1,967.43</b>	<b>571.07</b>	<b>202.89</b>	<b>10.50</b>	<b>38,685.16</b>
Multiplier	5/9	6/9	7/9	8/9	9/9	11/9	13/9	15/9	18/9	-
Band D Equivalent	28.66	11,913.19	6,761.72	5,000.73	3,692.44	2,404.64	824.88	338.15	21.00	30,985.41
Tax Base 2024/25 (on the basis of a 98.25% Collection Rate)	28.16	11,704.71	6,643.39	4,913.22	3,627.82	2,362.56	810.44	332.23	20.63	30,443.17

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**2024/2025 COUNCIL TAX BASE - CHESTERFIELD Appendix B**

BAND	A (Disabled)	A	B	C	D	E	F	G	H	TOTAL
Number of Dwellings		18,715.00	8,609.00	5,075.00	3,285.00	1,898.00	578.00	207.00	19.00	38,386.00
<b>Less</b> Exempt/Demolished(classes B & D to W))		370.00	155.00	100.00	52.00	24.00	12.00	3.00	0.00	716.00
<b>Less</b> Council Tax Reduction scheme	12.64	3,614.37	592.57	156.63	56.41	21.22	4.62	0.36	0.00	4,458.82
<b>Less</b> Revised Exempt Class A & C discount (on 100% discount)		229.00	65.00	21.00	11.00	4.00	6.00	1.00	0.00	337.00
<b>Less</b> Disregards at 50% (including 50% for work related dwellings)		8.00	4.50	3.50	2.50	0.50	4.50	4.00	2.50	30.00
<b>Less</b> Single Person and Disregard Discounts at 25%	3.25	2,394.75	784.00	386.50	191.25	83.25	24.50	8.50	0.00	3,876.00
<b>Plus</b> Empty Homes Surcharge (50% addition)		48.50	10.00	7.00	1.00	2.00	0.00	1.00	0.00	69.50
Adjustment for Disabled Relief	44.00	4.00	-13.00	-22.00	7.00	-16.00	6.00	-3.00	-7.00	0.00
Adjustments for New Properties and anticipated changes in reliefs		65.77	31.71	38.94	21.80	14.88	0.65	0.00	0.00	173.75
<b>Total for Band</b>	<b>28.11</b>	<b>12,217.15</b>	<b>7,036.64</b>	<b>4,431.31</b>	<b>3,001.64</b>	<b>1,765.91</b>	<b>533.03</b>	<b>188.14</b>	<b>9.50</b>	<b>29,211.43</b>
Multiplier	5/9	6/9	7/9	8/9	9/9	11/9	13/9	15/9	18/9	-
Band D Equivalent	15.61	8,144.77	5,472.94	3,938.94	3,001.64	2,158.34	769.93	313.56	19.00	23,834.74
Tax Base 2024/25 (on the basis of a 98.25% Collection Rate)	15.34	8,002.24	5,377.16	3,870.02	2,949.11	2,120.56	756.45	308.08	18.66	23,417.62

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## 2024/2025 COUNCIL TAX BASE - STAVELEY TOWN COUNCIL Appendix C

BAND	A (Disabled)	A	B	C	D	E	F	G	H	TOTAL
Number of Dwellings		5,750.00	1,137.00	855.00	393.00	84.00	25.00	11.00	4.00	8,259.00
<b>Less</b> Exempt/Demolished(classes B & D to W))		74.00	23.00	17.00	4.00	2.00	0.00	0.00	0.00	120.00
<b>Less</b> Council Tax Reduction scheme	4.29	1,174.35	62.88	40.27	4.74	0.78	0.65	0.00	0.00	1,287.96
<b>Less</b> Revised Exempt Class A & C discount (on 100% discount)		41.00	5.00	3.00	1.00	0.00	0.00	0.00	0.00	50.00
<b>Less</b> Disregards at 50% (including 50% for work related dwellings)		2.50	1.50	0.50	0.00	1.00	0.50	1.00	1.00	8.00
<b>Less</b> Single person and Disregard Discounts at 25%	1.50	592.75	92.00	59.25	12.75	3.00	1.00	0.25	0.00	762.50
<b>Plus</b> Empty Homes Surcharge (50% addition)		23.50	2.00	2.00	0.00	0.00	0.50	0.00	0.00	28.00
Adjustment for Disabled Relief	22.00	-15.00	8.00	-10.00	-3.00	0.00	-1.00	1.00	-2.00	0.00
Adjustments for New Properties and anticipated changes in reliefs		30.41	24.14	26.40	2.70	9.55	2.19	0.00	0.00	95.39
<b>Total for Band</b>	16.21	3,904.31	986.76	753.38	370.21	86.77	24.54	10.75	1.00	6,153.93
Multiplier	5/9	6/9	7/9	8/9	9/9	11/9	13/9	15/9	18/9	-
Band D Equivalent	9.01	2,602.87	767.48	669.67	370.21	106.05	35.45	17.92	2.00	4,580.66
Tax Base 2024/25 (on the basis of a 98.25% Collection Rate)	8.85	2,557.32	754.05	657.95	363.73	104.20	34.83	17.60	1.97	4,500.49

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**2024/2025 COUNCIL TAX BASE - BRIMINGTON PARISH COUNCIL Appendix D**

BAND	A (Disabled)	A	B	C	D	E	F	G	H	TOTAL
Number of Dwellings		2,526.00	800.00	520.00	338.00	113.00	13.00	6.00	3.00	4,319.00
<b>Less</b> Exempt/Demolished(classes B & D to W))		52.00	19.00	15.00	2.00	0.00	0.00	0.00	0.00	88.00
<b>Less</b> Council Tax Reduction Scheme	0.23	407.30	57.92	19.95	7.04	0.00	0.00	0.00	0.00	492.44
<b>Less</b> Revised Exempt Class A & C discount (on 100% discount)		20.00	12.00	1.00	0.00	1.00	0.00	0.00	0.00	34.00
<b>Less</b> Disregards at 50% (including 50% for work related dwellings)		1.38	0.00	0.50	1.00	1.00	1.50	2.00	0.00	7.38
<b>Less</b> Single person and Disregard Discounts at 25%	0.50	297.75	70.50	36.50	16.50	2.25	1.00	0.00	0.00	425.00
<b>Plus</b> Empty Homes Surcharge (50% addition)		4.00	2.00	0.50	0.50	0.00	0.00	0.00	0.00	7.00
Adjustment for Disabled Relief	8.00	-5.00	6.00	-7.00	-1.00	-1.00	3.00	0.00	-3.00	0.00
Adjustments for New Properties and anticipated changes in reliefs		1.75	21.66	0.58	9.63	7.00	0.00	0.00	0.00	40.62
<b>Total for Band</b>	<b>7.27</b>	<b>1,748.32</b>	<b>670.24</b>	<b>441.13</b>	<b>320.59</b>	<b>114.75</b>	<b>13.50</b>	<b>4.00</b>	<b>0.00</b>	<b>3,319.80</b>
Multiplier	5/9	6/9	7/9	8/9	9/9	11/9	13/9	15/9	18/9	-
Band D Equivalent	4.04	1,165.55	521.30	392.12	320.59	140.25	19.50	6.67	0.00	2,570.01
Tax Base 2023/24 (on the basis of a 98.25% Collection Rate)	3.97	1,145.15	512.18	385.25	314.98	137.80	19.16	6.55	0.00	2,525.03

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