



Please ask for Emily Taylor
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The Chair and Members of Council

Dear Councillor,

AGENDA SUPPLEMENT

Please see attached the documents for the agenda item(s) listed below for the meeting of the COUNCIL to be held on MONDAY, 15 MAY 2023, the agenda for which has already been published.

11. Appointment of the Executive Leader of the Council and Committee appointments 2023/24 (Pages 3 - 14)
12. Appointment of the Deputy Leader of the Council and Cabinet appointments 2023/24 (Pages 15 - 18)
13. Representatives and Outside Bodies 2023/24 (Pages 19 - 34)
16. Senior Pay Policy Statement 2023-2024 (Pages 35 - 48)

Yours sincerely,

A handwritten signature in black ink, appearing to read "Emily Taylor".

Head of Regulatory Law and Monitoring Officer

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For publication

Appointment of the Executive Leader of the Council and Committee appointments 2023/24

Meeting:	Council
Date:	15.05.23
Directorate:	Corporate
For publication	

1.0 Purpose of the report

- 1.1 To enable the Council to appoint the Executive Leader of the Council for 2023 - 2027.
- 1.2 To enable the Council to make appointments to Committees for the municipal year 2023/24.

2.0 Recommendation

- 2.1 That the appointment of the Executive Leader of the Council for 2023 - 2027 be approved.
- 2.2 That the memberships and appointments to Committees for the municipal year 2023/24 be approved.

3.0 Reason for recommendation

- 3.1 To appoint the Leader of the Council and make committee appointments following the Chesterfield Borough Council elections held on 4 May 2023.

4.0 Report details

- 4.1 Appointment of the Executive Leader
The Council is requested to appoint Councillor Tricia Gilby as Executive Leader of the Council for 2023 - 2027. The appointment needs to be moved, seconded and voted on.
- 4.2 Committee appointments

The Council is requested to make appointments to the following committees:

- Appeals and Regulatory Committee
- Employment and General Committee
- Licensing Committee
- Planning Committee
- Planning sub committee
- Scrutiny Select Committee – Building a resilient Council
- Scrutiny Select Committee – Economic Growth and Communities
- Standards and Audit Committee

4.3 Procedure for making committee appointments

The Leader of the Majority Group will move that the various Committees, and the total number of Members on each, shall be as shown in Appendix 1. The Leader's proposal will be seconded and voted upon.

4.4 In accordance with Section 15 of the Local Government and Housing Act 1989 and Regulation 14 of the Local Government (Committees and Political Groups) Regulations 1990, the Chief Executive will indicate to Group Leaders details of the number of seats on each Committee which are to be allocated to each group. These will be as shown in Appendix 2.

4.5 The Group Leaders will then indicate their groups' appointments to the Committees. These are as shown in Appendix 3 It will be moved, seconded and voted on that the names submitted by the Group Leaders be approved.

4.6 The Leader of the Majority Group will move the appointment of the Chairs and Vice-Chairs of each Committee as shown in Appendix 4. The Leader's proposal will be seconded and voted upon.

5.0 Alternative options

5.1 None.

6.0 Implications for consideration – Financial and value for money

6.1 Each elected member currently receives £6,396 per annum in basic allowances. Additional special responsibility allowances are also paid for specific roles including Leader, Deputy Leader, Cabinet and Committee Chair's etc.

6.2 Allowances will be considered as part of the 2023 independent remuneration panel review, due to report to Council in December 2023.

7.0 Implications for consideration – Legal

7.1 Committee appointments are made in accordance with Section 15 of the Local Government and Housing Act 1989 and Regulation 14 of the Local Government (Committees and Political Groups) Regulations 1990.

8.0 Implications for consideration – Human resources

8.1 None.

9.0 Implications for consideration – Council plan

9.1 Council agreed the Council Plan 2023 – 2027 at Council in February 2023.

10.0 Implications for consideration – Climate change

10.1 The induction programme for new and returning members includes Climate Change training. This will help members to make informed decisions as part of their committee work.

11.0 Implications for consideration – Equality and diversity

11.1 The induction programme for new and returning members includes Climate Change training. This will help members to make informed decisions as part of their committee work.

12.0 Implications for consideration – Risk management

12.1 The induction programme for new and returning members includes briefings around a range of topics which include specific risk areas including decision making, code of conduct, information assurance, equality and diversity, safeguarding, communications and health and safety. This will help members to make informed decisions as part of their committee work.

Decision information

Key decision number	1168
Wards affected	All

Document information

Report author
Donna Reddish – Service Director Corporate
Background documents
These are unpublished works which have been relied on to a material extent when the report was prepared.

None
Appendices to the report
Appendix 1 - Committee appointments 2023/24
Appendix 2 - Allocation of seats 2023/24
Appendix 3 - Proposed membership of committees 2023/24
Appendix 4 – Appointment of Chair and Vice Chair of Committees 2023/34

Appendix 1

Committee appointments 2023/24

It shall be moved and seconded that the Member-level bodies of the Council for 2023/24 and the number of Members on each shall be as follows:

Committee	Number of seats
Appeals and Regulatory Committee	12
Employment and General Committee	6
Licensing Committee	12
Planning Committee	12
Planning sub committee	3
Scrutiny Select Committee – Building a resilient Council	10
Scrutiny Select Committee – Economic Growth and Communities	10
Standards and Audit Committee	6

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Allocation of seats 2023/24

In accordance with Regulation 14 of the Local Government (Committees and Political Groups) Regulations 1990, the Chief Executive will inform the Group Leaders that the allocation of seats on the Member-level bodies (committees) for 2023/24 will be as follows:

Committee	Majority Group (Labour)	Minority Group (Liberal Democrat)
Appeals and Regulatory Committee	8	4
Employment and General Committee	4	2
Licensing Committee	8	4
Planning Committee	8	4
Planning Sub Committee	2	1
Scrutiny Select Committee – Resilient Council	7	3
Scrutiny Select Committee – Economic Growth and Communities	7	3
Standards and Audit Committee	4	2
Total number of seats	48	23

Note: Under the Local Government Act 2000, the Standards and Audit Committee is not subject to political balance requirements but by local choice the constitution says it will be politically balanced.

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Allocation of seats 2023/24

The Group Leaders have indicated that their groups' appointments will be as follows:

Committee	Majority Group (Labour)	Minority Group (Liberal Democrat)
Appeals and Regulatory Committee	Cllr Laura Bagley Cllr Mick Brady Cllr Jenny Flood Cllr Kate Caulfield Cllr Keith Miles Cllr Gordon McLaren Cllr Suzie Perkins Cllr Leslie Thompson	Cllr Barry Bingham Cllr June Bingham Cllr Shirley Niblock Cllr Nick Redihough
Employment and General Committee	Cllr Gavin Baldauf-Good Cllr Bob Brock Cllr Dave Culley Cllr Peter Innes	Cllr Maureen Davenport Cllr Glenys Falconer
Licensing Committee	Cllr Bob Brock Cllr Dave Culley Cllr Jenny Flood Cllr Peter Innes Cllr Gordon McLaren Cllr Suzie Perkins Cllr Leslie Thompson Cllr Michelle Twigg	Cllr Maggie Kellman Cllr Shirley Niblock Cllr Tom Snowdon Cllr Kelly Thornton
Planning Committee	Cllr Mick Brady Cllr Stuart Brittain	Cllr Barry Bingham Cllr June Bingham

	Cllr Ian Callan Cllr Kate Caulfield Cllr Keith Miles Cllr Jacquie Ridgway Cllr Martin Stone Cllr Stuart Yates	Cllr Maureen Davenport Cllr Glenys Falconer
Planning Sub Committee	Cllr Martin Stone Cllr Ian Callan	Cllr Maureen Davenport
Scrutiny Select Committee – Resilient Council	Cllr Lisa Blakemore Cllr Barry Dyke Cllr Gordon McLaren Cllr Allan Ogle Cllr Jacquie Ridgway Cllr Michelle Twigg Cllr Debbie Wheeldon	Cllr Katherine Hollingworth Cllr Maggie Kellman Cllr Tom Snowdon
Scrutiny Select Committee – Economic Growth and Communities	Cllr Laura Bagley Cllr Barry Dyke Cllr Jenny Flood Cllr Allan Ogle Cllr Michelle Twigg Cllr Debbie Wheeldon Cllr Stuart Yates	Cllr Katherine Hollingworth Cllr Paul Jacobs Cllr Shirley Niblock
Standards and Audit Committee	Cllr Bob Brock Cllr Ian Callan Cllr Kate Caulfield Cllr Judy Staton	Cllr Paul Jacobs Cllr Kelly Thornton

Appointment of Chair and Vice Chair of Committees 2023/34

Appeals and Regulatory Committee

- (a) It will be moved and seconded that Councillor Suzie Perkins be appointed Chair of the Committee for the Council Year 2023/24.
- (b) It will be moved and seconded that Councillor Keith Miles be appointed Vice-Chair of the Committee for the Council Year 2023/24.

Employment and General Committee

It will be moved and seconded that Councillor Peter Innes be appointed Chair of the Committee for the Council Year 2023/24.

Licensing Committee

- a) It will be moved and seconded that Suzie Perkins be appointed Chair of the Committee for the Council Year 2023/24.
- b) It will be moved and seconded that Councillor Bob Brock be appointed Vice-Chair of the Committee for the Council Year 2023/24.

Planning Committee

- a) It will be moved and seconded that Councillor Ian Callan be appointed Chair of the Committee for the Council Year 2023/24.
- b) It will be moved and seconded that Stuart Brittain be appointed Vice-Chair of the Committee for the Council Year 2023/24.

Planning sub Committee

- a) It will be moved and seconded that Councillor Martin Stone be appointed Chair of the sub-Committee for the Council Year 2023/24.
- b) It will be moved and seconded that Councillor Ian Callan be appointed Vice-Chair of the sub-Committee for the Council Year 2023/24.

Scrutiny Select Committee – Resilient Council

- a) It will be moved and seconded that Councillor Barry Dyke be appointed Chair of the Committee for the Council Year 2023/24.
- b) It will be moved and seconded that Councillor Lisa Blakemore be appointed Vice-Chair of the Committee for the Council Year 2023/24.

Scrutiny Select Committee – Economic Growth and Communities

- a) It will be moved and seconded that Councillor Jenny Flood be appointed Chair of the Committee for the Council Year 2023/24.
- b) It will be moved and seconded that Councillor Shirley Niblock be appointed Vice-Chair of the Committee for the Council Year 2023/24.

Standards and Audit Committee

- a) It will be moved and seconded that Councillor Kate Caulfield be appointed Chair of the Committee for the Council Year 2023/24.
- b) It will be moved and seconded that Councillor Paul Jacobs be appointed Vice-Chair of the Committee for the Council Year 2023/24.

For publication

Deputy Leader of the Council and Cabinet appointments 2023/24

Meeting:	Council
Date:	15.05.23
Directorate:	Corporate
For publication	

1.0 Purpose of the report

- 1.1 To enable the Council to note the appointment by the Leader of the Council of a Deputy Leader of the Council and also of the appointments to Cabinet.

2.0 Recommendation

- 2.1 That the report be noted.

3.0 Reason for recommendation

- 3.1 To appoint the Deputy Leader of the Council and make Cabinet appointments following the Chesterfield Borough Council elections held on 4 May 2023.

4.0 Report details

4.1 Appointment of the Deputy Leader of the Council

That Council notes that Councillor Amanda Serjeant shall be the Deputy Leader for the municipal year 2023/24.

4.2 Cabinet appointments

Council is requested to note the following Cabinet appointments:

Portfolio	Elected member
Leader of the Council and Cabinet Member for Economic Growth	Councillor Tricia Gilby
Deputy Leader of the Council and Cabinet Member for Finance and Asset Management	Councillor Amanda Serjeant
Cabinet Member for Climate Change, Planning, and Environment	Councillor Martin Stone

Cabinet Member for Town Centres and Visitor Economy	Councillor Kate Sarvent
Cabinet Member for Health and Wellbeing	Councillor Jonathan Davies
Cabinet Member for Housing	Councillor Jean Innes
Cabinet Member for Governance	Councillor Judy Staton
Cabinet Member for Customers and Business Transformation	Councillor Gavin Baldouf-Good
Minority Member without Portfolio	Councillor Paul Holmes

5.0 Alternative options

5.1 None.

6.0 Implications for consideration – Financial and value for money

6.1 Each elected member currently receives £6,396 per annum in basic allowances. Additional special responsibility allowances are also paid for specific roles including Leader, Deputy Leader, Cabinet and Committee Chair's etc.

6.2 Allowances will be considered as part of the 2023 independent remuneration panel review, due to report to Council in December 2023.

7.0 Implications for consideration – Legal

7.1 The Leader has the power to appoint a Deputy Leader of the Council and Cabinet members in accordance with Articles 7.3 and 7.4 of the Constitution.

8.0 Implications for consideration – Human resources

8.1 None.

9.0 Implications for consideration – Council plan

9.1 Council agreed the Council Plan 2023 – 2027 at Council in February 2023.

10.0 Implications for consideration – Climate change

10.1 The induction programme for new and returning members includes Climate Change training. This will help members to make informed decisions as part of their portfolio activity and Cabinet decision making.

11.0 Implications for consideration – Equality and diversity

11.1 The induction programme for new and returning members includes Climate Change training. This will help members to make informed decisions as part of their portfolio activity and Cabinet decision making.

12.0 Implications for consideration – Risk management

12.1 The induction programme for new and returning members includes briefings around a range of topics which include specific risk areas including decision making, code of conduct, information assurance, equality and diversity, safeguarding, communications and health and safety. This will help members to make informed decisions as part of their portfolio activity and Cabinet decision making.

Decision information

Key decision number	1169
Wards affected	All

Document information

Report author
Donna Reddish – Service Director Corporate
Background documents These are unpublished works which have been relied on to a material extent when the report was prepared.
None
Appendices to the report
None

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For publication

Representatives on outside bodies 2023/24

Meeting:	Council
Date:	15.05.23
Directorate:	Corporate
For publication	

1.0 Purpose of the report

1.1 To enable the Council to appoint representatives to a range of outside bodies.

2.0 Recommendation

2.1 That the appointments of representatives to outside bodies for 2023/24, attached at Appendix 1 to the report, be confirmed.

3.0 Reason for recommendation

3.1 To make appointments to a range of outside bodies enabling elected members to support crucial working group, partnership and community activity.

4.0 Report details

4.1 There are a number of organisations and bodies that members of the Council are appointed to as representatives of the Council. These include:

- Informal Council bodies / consultative committees / internal working groups
- Partnerships and partnership boards
- Sector support organisations
- Community and voluntary sector organisations
- Miscellaneous – may include charities, external project groups etc.

4.2 Appendix 1 shows all the outside bodies and organisations that appointments are to be made to. The list of organisations and bodies was circulated to the Labour Group and Liberal Democrat Group for nominations to be made for each position. Appendix 1 includes the nominations made by the groups.

5.0 Alternative options

5.1 None.

6.0 Implications for consideration – Financial and value for money

6.1 There is no remuneration for representation on outside bodies but expenses such as public transport, mileage and parking will be paid.

7.0 Implications for consideration – Legal

7.1 None.

8.0 Implications for consideration – Human resources

8.1 None.

9.0 Implications for consideration – Council plan

9.1 Council agreed the Council Plan 2023 – 2027 at Council in February 2023. Many of the activities of outside bodies contribute to the delivery of Council Plan activity.

10.0 Implications for consideration – Climate change

10.1 The induction programme for new and returning members includes Climate Change training. This will help members with their outside bodies representation.

11.0 Implications for consideration – Equality and diversity

11.1 The induction programme for new and returning members includes Climate Change training. This will help members with their outside bodies representation.

12.0 Implications for consideration – Risk management

12.1 The induction programme for new and returning members includes briefings around a range of topics which include specific risk areas including decision making, code of conduct, information assurance, equality and diversity, safeguarding, communications and health and safety. This will help members with their outside bodies representation.

Decision information

Key decision number	Non-key
Wards affected	All

Document information

Report author

Donna Reddish – Service Director Corporate
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Background documents

These are unpublished works which have been relied on to a material extent when the report was prepared.
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None

Appendices to the report

Appendix 1 – Nominations for outside bodies

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Outside Bodies Nominations

Category 1 – Informal Council Bodies / consultative committees / internal working groups

These informal council bodies are recognised within the Council’s constitution (part 3) and have specific responsibilities:

Informal working groups or consultative bodies established by the council, which are advisory only. These bodies:

- Are not committees or subcommittees of the Council or of the Cabinet
- Do not exercise any final legal decision making functions on behalf of the Council
- or the Cabinet
- Are not subject to the Access to Information Rules which apply to Council
- Committees and to the Cabinet
- Are not subject to members' common law "need to know"

These bodies may make recommendations to formal decision makers, and in most cases their minutes will be reported to the Council, Cabinet, committees or to decision makers via the portfolio holder. The membership of these bodies usually consists of nominated elected members of the Chesterfield Borough Council together with non-councillor representatives of outside organisations or groups.

Body	Purpose	Representatives requested	Further information / comments	Nominations
Borough Parish Liaison	To facilitate discussion with Brimington Parish Council and Staveley Town Council on matters of interest or concern to either party.	<ul style="list-style-type: none"> • Leader of the Council • Leader of opposition • 1 ward member from STC area • 1 ward member from BPC area 	<p>Eligible wards STC area: Staveley North, Staveley Central, Staveley South</p> <p>Eligible wards BPC area: Brimington North, Brimington South</p>	<p>Cllr Tricia Gilby Cllr Paul Holmes Cllr Barry Dyke Cllr Suzie Perkins</p>
Employer / Trade Union Committee	To establish regular methods of negotiations and consultation	<ul style="list-style-type: none"> • Leader of the Council 		<p>Cllr Tricia Gilby Cllr Amanda Serjeant</p>

	<p>between the Council and its employees on matters of mutual interest, including the prevention of differences and the reconciliation of them should they arise; but no question of individual discipline or grievance shall be within the scope of this Committee.</p> <p>To consider any relevant matter referred to it by a Committee of the Council, a directorate Joint Consultative Committee, or by the branch secretaries on behalf of the recognised trade union representatives.</p> <p>To make recommendations to the appropriate Council Committees as to the application of terms and conditions of service and the training of employees of the Council.</p>	<ul style="list-style-type: none"> • Deputy Leader of the Council • Portfolio holder 		<p>Cllr Gavin Baldouf-Good</p>
<p>Health and Safety Committee</p>	<p>The promotion of co-operation between employers and employees in instigating, developing and carrying out measures to ensure the health and safety at work of employees.</p>	<ul style="list-style-type: none"> • Portfolio holder • 5 elected members 	<p>Political balance</p>	<p>Cllr Judy Staton Cllr Stuart Brittain Cllr Kate Caulfield Cllr Jean Innes Cllr Nick Redihough Cllr Kelly Thornton</p>

	To act as a focus for employee participation in the prevention of accidents and the avoidance of industrial diseases.			
Markets consultative committee	To act as liaison between the council and the market traders and for consultation	<ul style="list-style-type: none"> • Portfolio holder • 3 elected members 	Political balance	Cllr Kate Sarvent Cllr Kate Caulfield Cllr Keith Miles Cllr Glenys Falconer
Taxi consultative committee	To act as liaison between the council and the taxi and private hire trade and for consultation.	<ul style="list-style-type: none"> • Portfolio holder • 3 elected members 	Political balance	Cllr Jonathan Davies Cllr Les Thompson Cllr Keith Miles Cllr Glenys Falconer
Chesterfield in Bloom committee	Co-ordinating the Chesterfield in Bloom activity	<ul style="list-style-type: none"> • Nomination from majority party – can be portfolio holder or another member 		Cllr Dave Culley
Chesterfield Innovation Centres Management Board	Leadership of Innovation Centre Management	<ul style="list-style-type: none"> • Nomination from majority party – can be portfolio holder or another member 		Cllr Gavin Baldauf-Good
Elections Working Group	Assist and advise on polling station reviews – pre-election.	<ul style="list-style-type: none"> • Chair of Employment and General Committee • Portfolio holder • 6 members 	Political balance and geographical spread	Cllr Peter Innes Cllr Judy Staton Cllr Barry Dyke Cllr Suzie Perkins Cllr Keith Miles Cllr Les Thompson Cllr Maggie Kellman Cllr Tom Snowdon
Member Development Group	Advisory group for the member development programme and member induction.	<ul style="list-style-type: none"> • Portfolio holder • 4 members 	Political balance	Cllr Jenny Flood Cllr Judy Staton Cllr Tricia Gilby Cllr Barry Bingham

				Cllr June Bingham
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Category 2 – Partnerships / partnership boards

The Council is a key player in a number of key local, regional and national partnerships and has nomination rights for both members and officers for partnership boards. These will generally be the Cabinet portfolio holder and relevant Corporate Leadership Team officer – but not always.

Body	Purpose	Representatives requested	Further information / comments	Nominations
Active Derbyshire and Derbyshire Schools Sports Partnership	Active Derbyshire is one of 44 active partnerships covering England. Active Partnerships think tactically about creating chances to get active which achieve the health, social and economic outcomes in the government's Sporting Future strategy. This means identifying where extra capacity is needed to create a more joined-up approach to tackling inactivity in their areas.	<ul style="list-style-type: none"> Portfolio holder 		Cllr Jonathan Davies
Derbyshire Armed Forces Covenant	In 2019 we re-signed the Armed Forces Covenant for Derbyshire which pledges our commitment and support to the Armed Forces Community. Derbyshire Armed Forces Partnership developed to	<ul style="list-style-type: none"> Portfolio holder 	Elected Member and Senior Officer Armed Forces Champion are now mandatory – Armed Forces Act 2021.	Cllr Kate Sarvent

	develop and deliver the covenant.			
Joint Board – CBC/ BDC / NEDDC	Leadership of CBC/ NEDDC / BDC joint services.	<ul style="list-style-type: none"> • Leader of the Council 		Cllr Tricia Gilby
Chesterfield and District Joint Crematorium Committee	Leadership of the CBC / NEDDC / BDC shared service provision – Chesterfield Crematorium.	<ul style="list-style-type: none"> • Portfolio holder • Leader of the opposition • 3 elected members 	Political balance (4 Lab / 1 Lib)	Cllr Jonathan Davies Cllr Jean Innes Cllr Martin Stone Cllr Judy Staton Cllr Paul Holmes
PATROL (Parking and Traffic Regulations Outside London) Adjudication joint Committee	Partnership service provision - parking and traffic	<ul style="list-style-type: none"> • Portfolio holder 		Cllr Kate Sarvent
Derbyshire Safer Communities Board / Chesterfield Community Safety Partnership	Crime and disorder reduction partnership.	<ul style="list-style-type: none"> • Portfolio holder 	Mandatory requirement – Crime and Disorder Act 1998.	Cllr Jonathan Davies
Derbyshire Police and Crime Panel (OPCC)	Part of the Derbyshire Safer Communities Board – Crime and Disorder Partnership arrangements.	<ul style="list-style-type: none"> • Portfolio holder • 2 members 	Mandatory requirement – Crime and Disorder Act 1998. Political balance (2 Lab / 1 Lib)	Cllr Jonathan Davies Cllr Jenny Flood Cllr Maureen Davenport
Destination Chesterfield	Destination Chesterfield delivers a number of marketing campaigns which are helping to improve the economic prosperity of Chesterfield by	<ul style="list-style-type: none"> • Nomination from majority group – usually Leader / Deputy Leader or Portfolio holder 		Cllr Tricia Gilby

	promoting it as a contemporary destination to inward investors and supporting existing businesses. The project was established in 2011, funded through support from the European Regional Development Fund, Local Businesses and Chesterfield Borough Council.			
Marketing Peak District and Derbyshire	Partnership to market Peak District and Derbyshire – CBC is a member.	<ul style="list-style-type: none"> Portfolio holder 		Cllr Kate Sarvent
Sheffield City Region Mayoral Combined Authority Board	Representing CBC as a non-constituent member of SCR MCA.	<ul style="list-style-type: none"> Leader of the Council 		Cllr Tricia Gilby
Sheffield City Region – Skills and Employment Board	Representing CBC as a partner in skills and employment programmes.	<ul style="list-style-type: none"> Nomination from majority group – usually Leader / Deputy Leader or Portfolio holder 		Cllr Tricia Gilby
Staveley Town Deal Board	Leadership of the Staveley Town Deal Programme	<ul style="list-style-type: none"> Leader of the Council 	CBC are the accountable body	Cllr Tricia Gilby
UKSPF Partnership Board	Consultative partnership board for the delivery of the UK shared prosperity investment plan.	<ul style="list-style-type: none"> Leader of the Council 	CBC are the accountable body	Cllr Tricia Gilby
Trans Pennine Trail Steering Group	Partnership of local authorities across the Trans Pennine Trail	<ul style="list-style-type: none"> Portfolio holder 		Cllr Martin Stone

Chesterfield Canal Partnership Executive Steering Group	Partnership to oversee the Chesterfield Canal restoration.	<ul style="list-style-type: none"> Portfolio holder 		Cllr Martin Stone
Chesterfield Waterside Limited	Partnership to develop Chesterfield Waterside	<ul style="list-style-type: none"> Leader of the Council 		Cllr Tricia Gilby
Vision Derbyshire Joint Committee	Vision Derbyshire Partnership	<ul style="list-style-type: none"> Leader of the Council – Deputy Leader as substitute 		Cllr Tricia Gilby Cllr Amanda Serjeant
D2 Shared Economic Prosperity Committee	Derby and Derbyshire committee feeding into D2N2.	<ul style="list-style-type: none"> Leader of the Council 		Cllr Tricia Gilby
Derbyshire Health and Wellbeing Partnership Board	Representing CBC as a partner in setting priorities to improve health and wellbeing in the county	<ul style="list-style-type: none"> Portfolio holder 		Cllr Jonathan Davies
Chesterfield Health and Wellbeing Partnership	Representing CBC as a partner in setting and delivering on priorities to improve health and wellbeing in the borough	<ul style="list-style-type: none"> Portfolio holder 		Cllr Jonathan Davies

Category 3 – Sector Support organisations

We are members of a number of sector support organisations and hold positions on several boards. Members to inform Democratic and Elections Manager of election to any sector support organisation board.

Body	Purpose	Representatives requested	Further information / comments	Nominations
East Midlands Councils	East Midlands Councils represents the interests of	<ul style="list-style-type: none"> Leader of the Council 		Cllr Tricia Gilby

	local councils to Government and national organisations.			
Local Government Association General Assembly	The national voice of local government, working with councils to support, promote and improve.	<ul style="list-style-type: none"> • Leader of the Council 		Cllr Tricia Gilby
National Association of British Market Authorities	National body for markets nationally.	<ul style="list-style-type: none"> • Portfolio holder 		Cllr Kate Sarvent

Category 4 – Community and Voluntary Organisations which we fund

CBC provide grant funding to the following organisations and have been allocated places on their boards.

Body	Purpose	Representatives requested	Further information / comments	Nominations
Chesterfield and North East Derbyshire Council for Voluntary Service (LINKS) Board	Advice agency for community and voluntary sector groups.	<ul style="list-style-type: none"> • 1 from majority party 		Cllr Kate Caulfield
Chesterfield Citizens' Advice Bureau Management Committee	Advice agency – residents	<ul style="list-style-type: none"> • 2 from majority party • 1 from minority party 	Note – representatives will be limited company directors	Cllr Stuart Brittain Cllr Bob Brock Cllr Maggie Kellman
Derbyshire Law Centre	Advice agency – residents	<ul style="list-style-type: none"> • 1 from majority party • 1 from minority party 	Note – representatives will be limited company directors	Cllr Jenny Flood Cllr Nick Redihough

Management Committee				
Derbyshire Unemployed Workers' Centres – Management Committee	Advice agency	<ul style="list-style-type: none"> 1 from majority party 		Cllr Amanda Serjeant

Category 5 – Miscellaneous

Body	Purpose	Representatives requested	Further information / comments	Nominations
Arthur Townrow Pensions Fund Management Committee	The Fund is a small charity founded in 1966 to support widows and spinsters living in Chesterfield and beyond who are dependent on state benefits or who only have a small income. The fund is administered by a committee including a relative of Mr Townrow, the Methodist Minister and representatives of Local Councils and NCVOs. All trustees to try and attend the twice yearly meetings (April & October) held at Chesterfield Methodist Church. The meetings are to discuss new applications, financial accounts and investments of	<ul style="list-style-type: none"> Mayor of Chesterfield 	The Charity have requested that we continue to nominate a representative in coming years in order to ensure they follow the guidance set out in their Declaration of Trust.	Cllr Mick Brady

	the fund and usually last around 1.30 to 2 hours.			
Chesterfield and North Derbyshire Royal Hospital Foundation Trust	Confirmed with the hospital trust that that they request a governor from CBC, BDC and NEDDC for the Council of Governors and that this is a key part of governance arrangements.	<ul style="list-style-type: none"> Nomination from majority party – can be portfolio holder or another member 		Cllr Kate Caulfield
Chesterfield and North East Derbyshire Credit Union (CNEDCU) Board	Local Community Bank.	<ul style="list-style-type: none"> 1 from majority party 	Note – representatives will be limited company directors BDC / NEDDC also nominate	Cllr Kate Sarvent
Chesterfield and North East Derbyshire Volunteer Centre Management Committee	Community organisation co-ordinating volunteering opportunities and building community resilience.	<ul style="list-style-type: none"> 1 from majority party 		Cllr Kate Sarvent
Chesterfield/Tsumeb Association – Executive Committee	Twin town relationship co-ordination.	<ul style="list-style-type: none"> 1 from majority party 1 from minority party 		Cllr Mick Brady Cllr Shirley Niblock
Chesterfield/Tsumeb Trust Fund	Twin town relationship co-ordination – funding.	<ul style="list-style-type: none"> 1 from majority party 1 from minority party 		Cllr Mick Brady Cllr Maureen Davenport
Chesterfield United Charities	Provision and management of alms houses in Hasland and Spire areas.	<ul style="list-style-type: none"> 1 member from either Hasland or Spire wards 	Does not need to be an elected member but the charity have confirmed that that is their preference. Trustee member for 4 years.	Cllr Mick Brady

Erin Void (Viridor) Liaison Committee	Committee established following MP intervention, local councillor concerns etc. DCC and CBC have nomination rights for ward members.	<ul style="list-style-type: none"> • 1 ward member – Staveley South 		Cllr Debbie Wheeldon
Hartington Reclamation Scheme Local Liaison Group	Group established due to local community concerns about a major reclamation site.	<ul style="list-style-type: none"> • 1 ward member – Staveley North 		Cllr Paul Jacobs
Eyre Chapel Trust	Restoration of a chapel.	<ul style="list-style-type: none"> • 1 ward member – Brockwell 		Cllr Katherine Hollingworth
Uncle Billy's Children's Fund	Charity – legacy gift to the children of a specific area of Chesterfield – CBC support administration.	<ul style="list-style-type: none"> • 1 ward member – Dunston • 1 ward member – Whittington Moor 		Cllr Gordon McLaren Cllr Kate Caulfield

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For publication

Approval of the Senior Pay Policy Statement 2023 - 24

Meeting:	Council
Date:	15 May 2023
Cabinet portfolio:	Customers and Business Transformation
Directorate:	Digital, HR and Customer Services

1.0 Purpose of the report

- 1.1 This report provides information on the Senior Pay Policy Statement for Chesterfield Borough Council relating to the 2023 – 24 financial year.

2.0 Recommendations

- 2.1 That the Senior Pay Policy Statement for the financial year 2023 – 24 is approved by Council and published on the Council's website.

3.0 Reasons for recommendations

- 3.1 The report and supporting Statement enables the Council to meet the requirements of the Localism Act 2011 and the Local Government (Transparency Requirements) (England) Regulations 2014 in relation to publishing information about pay for its most senior employees.

4.0 Report details

- 4.1 A first version of this policy statement was developed in March 2012 following the implementation of the Localism Act 2011. Section 38 (1) of the Act requires that English and Welsh local authorities produce a Senior Pay Policy Statement for 2012/13 and each financial year after that.

- 4.2 In 2014, the Department for Communities and Local Government published a revised Local Government Transparency Code on 3 October 2014 which sets out the requirement to publish data relating to Senior Pay. This Policy adheres to these requirements.

- 4.3 Legislation requires that the policy statement is approved by Full Council each year and is then published on the Council's website.

- 4.4 The objective for publishing this information is to increase public transparency and local democratic accountability in how senior pay is set

in local authorities. The intention is for Councils to be able to demonstrate value for money in the remuneration packages paid to their senior managers and show the role that local councillors play in determining the scale and nature of these packages.

- 4.5 A copy of the Senior Pay Policy Statement for 2023 – 24 is attached at Appendix 1. The Policy Statement is reviewed annually and guides senior officer recruitment. Should there be any significant changes in senior officer pay and conditions during the financial year, the Policy Statement will be updated accordingly.

5.0 Alternative options

- 5.1 As publication of the Senior Pay Policy Statement is a legislative requirement, no alternative options have been considered.

6.0 Implications for consideration – Financial and value for money

- 6.1 The Senior Pay Policy Statement sets out the pay structure for senior officers within Chesterfield Borough Council. A benchmarking and evaluation exercise was completed in 2020 to ensure that this pay structure meets the Council's needs and is comparable to the pay structures of similarly sized Councils serving similar populations.

7.0 Implications for consideration – Legal

- 7.1 Approval and publication of this Senior Pay Policy Statement meets the legislative requirements set out in the Localism Act 2011 and the Local Government Transparency Code 2014.

8.0 Implications for consideration – Human resources

- 8.1 The Senior Pay Policy Statement sets out fair and consistent criteria for the recruitment of senior officers to the Council. It also explains how the pay of senior officers relates to those of the general workforce.

9.0 Implications for consideration – Council Plan

- 9.1 The Senior Pay Policy Statement reflects remuneration levels which are deemed adequate to secure and retain high quality employees who are dedicated to delivering public services and the successful achievement of the activities set out in the Council Plan.

10.0 Implications for consideration – Climate Change

- 10.1 The Senior Pay Policy Statement supports the recruitment and retention of employees who are suitably skilled to deliver the Council's climate change ambitions.

11.0 Implications for consideration – Equality and Diversity

11.1 The Senior Pay Policy Statement supports equality of pay. There are no implications of note for specific groups or employees with protected characteristics.

12.0 Implications for consideration – Risk management

Description of the Risk	Impact	Likelihood	Mitigating Action	Impact	Likelihood
Failure to publish the Senior Pay Policy Statement	H	L	Clear decision-making timetables will ensure that statutory deadlines are achieved	H	L
Failure to update and publish the statement on an annual basis	H	L	The policy is reviewed annually and when recruitment of senior roles is required.	H	L

Decision information

Key decision number	<i>All key decisions must be in the Forward Plan at least 28 days in advance. There are constitutional consequences if an item is not in the Forward Plan when it should have been. Contact Democratic Services if in doubt.</i>
Wards affected	All wards

Document information

Report author	<i>Rachel O'Neil, Service Director, Digital, HR and Customer Services</i>
Background documents	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>
Appendices to the report	
Appendix 1	Senior Pay Policy Statement 2023 - 24

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Senior Pay Policy and Guiding Principles 2023/2024

Prepared by: Human Resources

Date: April 2023

For Review: January 2024



Senior Pay Policy Statement

1. Introduction

- 1.1 The Localism Act 2011 requires the council to publish a Senior Pay Policy Statement for each financial year. This statement relates to the year 2023 – 2024.

2. Scope

- 2.1 The Senior Pay Policy Statement describes our policies towards the pay of senior managers (referred to in the Localism Act as Chief Officers) and our approach to the pay of our lowest paid employees.

- 2.2 The Council's Corporate Leadership Team are senior leaders within Chesterfield Borough Council and are in scope of this policy statement. The following posts make up the Corporate Leadership Team.

- Chief Executive, (Head of Paid Service)
- Executive Directors x 2,
- Service Director Corporate
- Service Director Digital, HR, and Customer Services
- Service Director Economic Growth
- Service Director Finance (Section 151 statutory officer)
- Service Director Housing
- Service Director Leisure, Culture and Community Wellbeing, and
- Head of Regulatory Law (Monitoring Officer statutory officer).

- 2.3 A post of Executive Director is currently vacant.

3. Remuneration

- 3.1 The term remuneration is used to describe salary and other payments, including additions to pay, bonus or other form of performance related pay and other monetary allowances or benefits in kind.

- 3.2 Where the remuneration package of any post exceeds £100,000, full council will be given the opportunity to approve it.

- 3.3 All senior managers are paid via the Council's payroll with appropriate tax and National Insurance deductions made in accordance with HMRC regulations.

- 3.4 On occasion, a senior manager post may need to be engaged on an interim basis and in this instance, individuals may be recruited on a self-employed basis, or they may work through another company. In all such cases appropriate determination of whether the post is inside or outside of IR35 is undertaken to ensure full compliance with HMRC regulations.

4. Equal pay

- 4.1 The Council is committed to and supports the principle of equal pay for all its employees. Equal pay between men and women is a legal right. The Equality Act 2010 requires employers not to discriminate on grounds of sex, gender reassignment, race and disability and similar rules apply to sexual orientation, religion, pregnancy and maternity and age.

5. Negotiating bodies and councillor oversight

- 5.1 The Authority applies terms and conditions of employment to its employees that have been negotiated and agreed through appropriate collective bargaining mechanisms (national or local) or which have been made because of local agreements which have been determined by Council or by Joint Cabinet and Employment and General Committee, in line with the Council's constitution.
- 5.2 Chesterfield Borough Council works closely in partnership with Trade Unions when agreeing pay and conditions and is guided by several national negotiating bodies. These are:
- The Joint National Council (JNC) for Local Authority Chief Executives,
 - The JNC for Local Authority Chief Officers,
 - The National Joint Council for Local Government Services (known as Green Book terms and conditions), with a local collective agreement in place,
 - Joint Negotiating Committee for Local Authority Craft and Associated Employees (known as Red Book terms and conditions), with local pay arrangements in place.

6. Salaries

- 6.1 Chesterfield Borough Council recognises that, in the context of managing scarce public resources, remuneration at all levels needs to be adequate to secure and retain high quality employees who are dedicated to delivering public services, whilst at the same time not being unnecessarily generous and excessive.
- 6.2 It is recognised that senior management roles in local government are complex and diverse, with managers working in a highly politicised environment where often national and local pressures conflict. If the council is to maintain its high performance, then it must be able to attract and retain high calibre leaders to deliver the complex agenda.
- 6.3 Senior staff salary benchmarking was undertaken in 2020 to ensure that remuneration remains at adequate levels for these posts.

Chief Executive salary

- 6.4 The Chief Executive is employed under the terms and conditions of service of the Joint Negotiating Committee (JNC) for Local Authority Chief Executives.
- 6.5 The benchmarking and evaluation report received in 2020 recommended that the salary for the post of Chief Executive be uplifted (as this had not been reviewed for many years) up to a maximum of £120,000.
- 6.6 Given the financial burdens not only on the council but the wider economy, the current Chief Executive chose not to accept the increased salary level proposed in 2020 and remains on a lower salary. The Chief Executive receives a pay rise which is negotiated annually by the JNC for Local Authority Chief Executives.

Executive Director and Service Director salaries

- 6.7 The Executive Director and Service Director posts are employed under the terms and conditions of service of the Joint Negotiating Committee for Local Authority Chief Officers.
- 6.8 The Executive Director and Service Director posts were evaluated by a senior adviser to the Local Government Association in 2020, using the LGA Chief Officer method of job evaluation. The research and benchmarking completed for these posts found that there was a move away from annual incremental progression through an agreed salary scale, to senior officers now being appointed on spot salaries. The Executive Director and Service Director roles are now appointed on a spot salary and receive annual pay rises negotiated by the JNC for Local Authority Chief Officers.
- 6.9 A summary of Senior Staff Remuneration in 2023 – 2024 is detailed in the table below.

Post	Annual Salary	Additional remuneration received
Chief Executive	£117,590*	Elections allowances
Executive Director	£101,315	Elections allowances
Service Director Corporate	£83,409	None
Service Director Digital, HR and Customer Services	£83,409	None
Service Director Economic Growth	£83,409	None
Service Director Finance	£83,409	None
Service Director Housing	£83,409	None
Service Director Leisure, Culture and Community Wellbeing	£83,409	None
Head of Regulatory Law	£55476 *	£6706* Monitoring Officer allowance

*The amounts stated will increase by the pay award once national agreement is reached.

Green Book Pay Arrangements

- 6.10 Most non-senior posts within the Council are remunerated using the National Joint Council (NJC) Local Government Single Status 'Green Book' pay arrangements. Posts are evaluated using the Gauge job evaluation system and allocated to an established grading structure. The job size determines a job's placement against the NJC pay spine, typically with several scale points allocated to each grade. Staff have the potential to move through the grade by incremental progression to each scale point each year.
- 6.11 The pay spine is increased each year in accordance with pay award settlements which are determined by the National Joint Council for Local Government Services.
- 6.12 Posts are advertised and appointed to at the appropriate approved salary for the post unless there is evidence that a successful appointment of a person with the required knowledge, experience, skills, abilities, and qualities cannot be made without varying the remuneration package. In such cases, there is an element of flexibility that allows the payment of market supplements to specific roles that are recognised as "hard to fill". Payment is subject to justification against external data and with periodic review. Any supplement will be approved through the Authority's appropriate decision-making process.

Craft Worker Pay Arrangements

- 6.13 Craft workers employed on Joint Negotiating Committee for Local Authority Craft and Associated Employees 'Red Book' terms and conditions receive a basic salary and an additional productivity payment which is aligned to the volume of work an individual completes. The basic salary is increased in accordance with national pay award settlements which are negotiated annually by the Joint Negotiating Committee for Local Authority Craft and Associated Employees. Productivity payments are determined using a schedule of rates which is reflective of the commercial market. There is no contractual commitment to review and amend the schedule of rates on an annual basis.

Proposed Pay Award for 2023-2024

- 6.14 The pay award which has been proposed for Chief Officers and Chief Executives for 2023/24 is an increase of 3.5%.
- 6.15 The pay award proposed for employees on green book and red book terms and conditions for 2023/24 is an increase of £1925 on NJC scale points 2 – 43 inclusive and an increase of 3.88% on all pay above the maximum of the pay spine.
- 6.16 For employees on red book terms and conditions it is also proposed to increase any additional allowances paid e.g., stand by or tool allowances by 3.88% in 2023/24.

- 6.17 The proposed pay award of 3.5% for Chief Officers has been accepted and implemented. All other pay awards are currently subject to negotiation between local government employers and the trade unions.

Incremental Progression

- 6.18 On taking up employment, individuals will normally start at the bottom scale point of the appropriate grade; however, there is discretion to appoint at a higher point depending on skills, experience and any market factors which could impact on the ability to otherwise recruit to the post. A Service Director will make this decision.
- 6.19 In the case of a Chief Officer appointment, this decision would be made by the Chief Executive. A formally constituted Member Appointments Panel would make this decision for any Chief Executive appointment (in accordance with the council's constitution).

7. Other remuneration

Overtime

- 7.1 Senior managers are not eligible to receive overtime for excess hours worked. Where hours are worked outside of 'normal office hours' senior managers do not receive additional payment.
- 7.2 Where service demands require additional hours to be worked by non-senior staff above the full time equivalent of 37 hours, overtime rates apply. Rates are determined in accordance with conditions of service.

Expenses

- 7.3 In line with all other staff, where essential expenses are incurred in the performance of their duties, costs can be reclaimed by senior managers, where these are reasonable and public money is being used prudently.

Additional allowances.

- 7.4 Senior managers are not in receipt of additional allowances.
- 7.5 For non-senior staff, additional allowances may be paid to reflect the duties and obligations of the post e.g., shift allowances, tool allowances, and stand by allowances.

Monitoring Officer special allowance

- 7.6 A special allowance is paid for the responsibility of Monitoring Officer. This role is undertaken by the Council's Head of Regulatory Law at Tier 4 of the organisation.

Election Duties

- 7.7 The Chief Executive receives fee payments pursuant to his appointment as Returning Officer at elections. The fees paid in respect of parish, district and county council elections vary according to the size of the electorate and number of postal voters and are calculated in accordance with a fee structure determined by Derbyshire County Council. Fee payments for national and European elections are set by

central government and are, in effect, not paid by the council, as the fees are reclaimed.

Acting Up Payments

- 7.8 Acting up payments are made where an employee may undertake the full duties and responsibilities of a higher graded post. For employees at Scale 8 and above (which includes Chief Officers) a continuous qualifying period of four weeks will apply before payment can be made. Further details are set out in paragraph 8 of the Local Collective Agreement.

Honoraria

- 7.9 An honorarium is payable in circumstances where an employee carries out additional duties which are at a higher level than those in their substantive post, but there is no entitlement to a higher salary. Further details are set out in Paragraph 9 of the Local Collective Agreement.

Telephone Rental

- 7.10 A mobile telephone is provided to employees at the discretion of the Corporate Leadership Team or Tier 4 Heads of Service, where it is considered appropriate for the delivery of the service. The cost of the monthly rental is paid as well as business related calls.

Car Mileage and Car User Allowance

- 7.11 All employees, including Chief Officers, can claim for mileage and expenses which occur for business reasons only. HMRC rates are used to calculate mileage claims.
- 7.12 Essential car user allowance is no longer paid to employees and there are no senior staff in receipt of this allowance. There are a small number of employees who have Transfer of Undertakings Protected Earnings (TUPE) rights, who are still entitled to receive essential user car allowance.

Other financial benefits

- 7.13 The Chief Executive and Chief Officers do not receive any additional payments relating to performance related pay, bonuses, earn back schemes or ex-gratia benefits.

8. Pensions

Pension Contributions

- 8.1 Employees of the Council (including Chief Officers) pay a contribution to the Local Government Pension Scheme relative to their annual full-time equivalent pensionable pay. An assessment is undertaken on an annual basis to determine the contribution rate.
- 8.2 Following changes under the LGPS regulations in 2014, all employees now have an option to pay half contributions and build up half of the normal pension. This is known as the 50/50 section of the scheme and is designed to be a short-term option for when times are financially difficult.

- 8.3 Following the triennial re-evaluation of the pension scheme the Employer's contribution for Chesterfield will be 20.4% of annual pensionable pay, effective from April 2023.

9. Re-employment of employees in receipt of a pension or redundancy payment

- 9.1 The council has a statutory duty to appoint on merit and will always seek to appoint the best candidate for a position based on skills, knowledge, experience, and abilities.
- 9.2 Under the terms of the Local Government Pension scheme, an employee who has retired from local government service and is in receipt of a pension may reapply for local government employment. However, where this happens, the pension maybe subject to abatement, i.e. if the pension added to the new salary is higher than the original salary then the amount of pension will be reduced accordingly.
- 9.3 Where a former employee has left on the grounds of redundancy, the Council will apply the provisions of the Redundancy Modifications Order regarding recovery of the redundancy payment, if relevant.
- 9.4 There are currently no re-employed pensioners in senior management positions.

10. Payments on Termination of Employment

- 10.1 Employees who resign will not receive a severance payment.
- 10.2 Where the council decides to terminate any employee's service because of redundancy, a severance payment will be made. This payment comprises of contractual entitlements, (notice un-worked, leave not taken), plus a redundancy element, which is calculated in accordance with statutory levels. The council does not have an enhanced redundancy scheme in place.
- 10.3 For those aged 55 and over, in the event of redundancy, employees become entitled to an immediate pension. Any costs accruing to the Council for pension strain payments are based on an actuarial calculation linked to service and age. Entitlements are not discretionary to an individual once a redundancy situation arises.
- 10.4 Other payments may be made where the council has specific legal advice to the effect that a payment may be necessary to eliminate risk of claims against the Council.
- 10.5 Any severance payment currently over £100,000 must be agreed by full council.

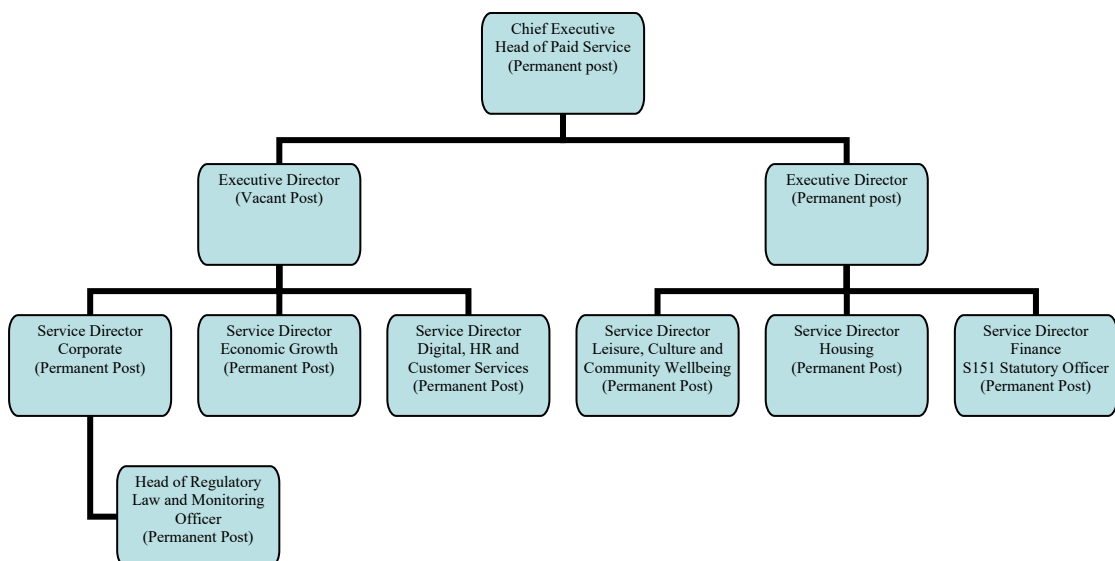
11. Pay Relationship between salaries

- 11.1 The lowest pay rate in the authority (excluding apprentice rates) equates to a full time equivalent annual salary of £20,441 and can be expressed as an hourly rate of pay of £10.60. This pay rate and salary was determined by the authority as part of the NJC pay scale for staff employed on National Joint Council Local Government Services Terms and Conditions.
- 11.2 The highest salary in this Council is £117,590 which is paid to the Chief Executive. The ratio between the two salaries, known as the 'pay multiple', is 5.75 to 1. Against the median salary of £21,576 this multiple reduces to 5.45 to 1 and against the average salary of £22,949, it reduces to 5.12 to 1.
- 11.3 The Hutton review considered the pay multiple should be no greater than 20 to 1 (lower is better) and based on the current situation the Council falls well below this threshold.
- 11.4 Chesterfield Borough Council does not have a policy on maintaining or reaching a specific 'pay multiple', however the Authority is conscious of the need to ensure that the salary of the highest paid employee is not excessive and is consistent with the needs of the Authority.
- 11.5 These pay rates will increase in accordance with any pay settlements which are reached through the respective national negotiating bodies.

12. Publication of Information

- 12.1 This policy statement will be made available on the Council's website.

13. Organisation Chart



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