

**EMPLOYMENT AND GENERAL COMMITTEE MEETING****Monday, 26th January, 2015**

Present:-

Councillor Elliott (Chair)

|             |              |         |
|-------------|--------------|---------|
| Councillors | Fanshawe     | King    |
|             | Gibson       | Simmons |
|             | Higginbottom |         |

\*Matters dealt with under the Delegation Scheme

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

No declarations were received.

**32 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr Blank.

**33 MINUTES****RESOLVED –**

That the Minutes of the meetings of the Committee held on 8 and 17 December, 2014 be approved as a correct record and signed by the Chair.

**34 APPROVAL OF BUSINESS RATES TAX BASE 2015/16**

The Chief Finance Officer submitted a report seeking approval for the National Non-Domestic Rates (NNDR) estimates and NNDR1 Return for 2015/16.

The Local Government Finance Act introduced the part-retention of income from Business Rates from 2013. The income generated was to be shared between the Government (50%), the County Council (9%), the Fire Authority (1%) and the Borough Council (40%).

The Council would then have to pay a tariff from its share of the income into a national pool. If Council's share of the income was above a specified threshold (£3,061,874 in 2015/16) the excess amount is then subject to a Levy at the rate of 50%. For 2015/16 the Council joined a Derbyshire Pool which would have the benefit of retaining the Levy within the County rather than paying it to Central Government.

The Council was required to complete and approve the NNDR1 Return, showing how the estimated income had been calculated and how it was to be shared.

The report gave details of how the tax base was calculated and also how the estimated net yield would be shared, together with the legal implications.

Delegated authority was sought for the Chief Finance Officer to make final changes if required prior to submission of the NNDR1 return to ensure the most accurate figures are submitted.

**\*RESOLVED –**

- 1) That the estimated National Non Domestic Rates estimates as recorded on the NNDR1 Return (Appendix A to the report) be approved.
- 2) That the Chief Finance Officer be given delegated authority to make any subsequent changes to the NNDR1 return that are identified before the final submission date of the 30 January 2015.

35

**AGILE WORKING GUIDELINES**

The Great Place, Great Service Project Officer submitted a report recommending for approval the new Agile Working Guidance for council employees, to support agile working across the Council to enable managers and employees to maximise the potential of agile working.

The Agile Working Guidance notes were intended for employees who conduct some or all of their work at an alternative worksite away from the employer's typically used office.

The purpose of the agile working guidance notes was to provide procedural guidelines for employees who will commence agile working once the introduction of the flexible working solution is in place.

The policy has been developed following best practice and relevant Health & Safety legislation.

The draft policy was presented to and approved by the Flexible Working Group, Policy Working Group and the Council's Joint Consultative Committee, which all involved trade union representatives.

**\* RESOLVED –**

That the Agile Working Guidelines, as attached to the report, be approved.

**36 HOMEWORKING POLICY**

The Great Place, Great Service (GPGS) Project Officer submitted a report recommending for approval the revised Home Working Policy.

The policy was updated to reflect new ways of working, and provide procedural guidelines for employees to follow, as part of the GPGS transformation project.

The policy has been developed following best practice and relevant health and safety legislation.

The policy included the removal of a home-working allowance, however ICT equipment would be supplied. It was reported that no employee would be forced to work from home, but would have that option if identified as a flexible worker.

The draft policy was presented to and approved by the Flexible Working Group, Policy Working Group and the Council's Joint Consultative Committee, which all involved trade union representatives.

**\* RESOLVED –**

That the revised Home Working Policy, as attached to the report, be approved.

**37**      **INDEMNITY POLICY**

Legal Services submitted a report recommending for approval a new Indemnity Policy.

The policy was required to set out the legal position where officers or Members are accused of offences, for example assault, whilst in exercise of their duties for the Council. It also confirms the position relating to statutory immunity from civil liability for officers and Members.

The draft policy presented to and approved the Policy Working Group and the Council's Joint Consultative Committee, both of which involved trade union representatives.

**\* RESOLVED –**

That the Indemnity Policy, as attached to the report, be approved.