

HALTON BOROUGH COUNCIL



*Municipal Building,
Kingsway,
Widnes.
WA8 7QF*

8 May 2025

**TO: MEMBERS OF THE HALTON
BOROUGH COUNCIL**

You are hereby summoned to attend an Ordinary Meeting of the Halton Borough Council to be held in the Council Chamber, Runcorn Town Hall on Friday, 16 May 2025 commencing at 6.30 p.m. for the purpose of considering and passing such resolution(s) as may be deemed necessary or desirable in respect of the matters mentioned in the Agenda.

A handwritten signature in black ink that reads 'S. Young'.

Chief Executive

-AGENDA-

Item No.		Page No.
1.	ELECTION OF MAYOR AND DEPUTY MAYOR To be moved by Councillor Thompson and seconded by Councillor Wright. “That Councillor Martha Lloyd Jones be elected Mayor of the Borough for the Municipal Year 2025/26” To be moved by Councillor Hutchinson and seconded by Councillor S. Hill. “That Councillor Pamela Wallace be elected Deputy Mayor of the Borough for the Municipal Year 2025/26”	
2.	APOLOGIES FOR ABSENCE	
3.	COUNCIL MINUTES	1 - 8
4.	THE MAYOR'S ANNOUNCEMENTS	
5.	LEADER'S REPORT	
6.	DECLARATIONS OF INTEREST	
7.	EXECUTIVE BOARD (SELECTION COMMITTEE) 13 MAY 2025 To formally approve the following recommendations of the Executive Board (Selection Committee). (N.B. The Executive Board will be meeting on 13 May 2025 to consider these recommendations. Any amendments will be reported to Council). a) Leader and Deputy Leader of the Council To be moved by the Mayor and seconded by the Deputy Mayor:- “That Councillor Wharton be appointed as Leader of the Council for the Municipal Year 2025/26. To be moved by the Mayor and seconded by the Deputy Mayor: - “That Councillor Thompson be appointed as Deputy Leader of the Council for the Municipal Year 2025/26”.	

8. BOARDS, COMMITTEES AND PANELS

To be moved by the Mayor and seconded by the Deputy Mayor:

“That the following Boards, Committees and Panels be constituted with the membership as shown for the Municipal Year 2025/26”

(N.B. information regarding membership will be circulated as soon as possible)

9. APPOINTMENT OF SCRUTINY CO-ORDINATOR

To be moved by the Mayor and seconded by the Deputy Mayor:-

“To appoint a Scrutiny Co-ordinator for the Municipal Year 2025/26 as set out in the tabled document”

10. APPOINTMENT OF CO-OPTEE AND INDEPENDENT PERSONS

To be moved by the Mayor and seconded by the Deputy Mayor:-

“That the following appointments be confirmed:

- 1) The re-appointment of Mr David Wilson as the Healthwatch Halton representative and non-voting Co-optee to the Health Policy and Performance Board for the Municipal Year 2025/26; and
- 2) Professor David Norman and Mrs Diane Howard be re-appointed as Independent Persons for the purposes of the Localism Act 2011, for a further period of 4 years”.

11. APPOINTMENT OF OUTSIDE BODIES

To be moved by the Mayor and seconded by the Deputy Mayor:-

“That Council consider the list of outside bodies circulated”.

12. EXECUTIVE BOARD PORTFOLIOS

The Leader will report on the Portfolio holders for Executive Board for the Municipal Year 2025/26 which will also be tabled.

13. ABSENCE OF A MEMBER

Under Section 85 of the Local Government Act 1972, permission is sought for:

- Councillor Stretch to be granted a period of absence from attending Council meetings for a period of 3 months, concluding on 4 September 2025, due to personal reasons.

14.	UPDATES TO COUNCIL CONSTITUTION (MINUTE EXB121 REFERS)	9 - 28
	Executive Board considered a report of the Director – Legal and Democratic Services, which sought approval of a number of changes to the Council’s Constitution.	
	RECOMMENDED: That Council approve the revised Constitution, including the matters set out in the appendices.	
15.	URGENT DECISIONS	29 - 30
16.	PAY POLICY STATEMENT 2025-26	31 - 40
	RECOMMENDED: That Council adopts this Pay Policy Statement for the Financial Year 2025/26.	
17.	CIVIC SUNDAY	
	To note that the Mayor’s Civic Sunday Service will be held at St Michaels and All Angels CofE Church, Greenway Road, Runcorn on Sunday 29 th June 2025, at 10.30 am.	

COUNCIL

At a meeting of the Council on Wednesday, 5 March 2025 in the Council Chamber, Runcorn Town Hall

Present: Councillors Abbott, Ball, Baker, Begg, Bevan, Carlin, Connolly, Dennett, Davidson, Dourley, Fry, Garner, Gilligan, Harris, S. Hill, V. Hill, Hughes, Hutchinson, Jones, Leck, M. Lloyd Jones, P. Lloyd Jones, C. Loftus, K. Loftus, Logan, McDermott, McDonough, A. McInerney, T. McInerney, Nelson, P. Nolan, Polhill, C. Plumptre Walsh, N. Plumptre Walsh, Ratcliffe, Ryan, Teeling, Thompson, Thornton, Wainwright, Wall, Wallace, Wharton, Woolfall and Wright

Apologies for Absence: Councillors Bramwell, Goodall, A. Lowe, L. Nolan, Philbin, Rowe, Stockton, Stretch and Skinner

Absence declared on Council business: None

Officers present: M. Reaney, S. Young, E. Dawson, G. Ferguson and W. Rourke

Also in attendance: None

Action

At the commencement of the meeting the Mayor asked everyone to stand for a minute silence as a mark of respect as part of the COVID-19 day of remembrance, which will be held on Sunday 9 March.

COU64 COUNCIL MINUTES

The minutes of the meeting held on 10 February 2025, were taken as read and signed as a correct record.

COU65 THE MAYOR'S ANNOUNCEMENTS

The Mayor made the following announcements:

- i. a picture had been donated to the Council for display from Runcorn Sea Cadets; and
- ii. the following events had been arranged in aid of the Mayor's Charity – the Halton Foundation, all are welcome to attend:
 - St Patrick's Night Fundraiser – 14 March
 - Mother's Day Afternoon Tea – 6 April
 - Easter Bingo – 2 April

COU66 LEADER'S REPORT

The Leader made the following announcements:

- he acknowledged that this had been a tough task for everyone bringing this budget to Council and confirmed that following an application made in December 2024, Halton had received provisional approval of Exceptional Financial Support;
- he provided an update on work which had been undertaken since the Ofsted inspection of Children's Services in May 2024;
- the Care Quality Commission had given notice of their intention to inspect the quality of adult care provision. The team were due to commence their on-site inspection process on 17 March 2025;
- earlier in the year the Government had launched its White Paper about the next stage of devolution for local government. Cheshire West, Cheshire East and Warrington Councils were now working towards setting up their first Combined Authority and he wished them well with their work. Halton remained committed to Liverpool City Region Combined Authority and our connection to Cheshire blue light services; and
- Saturday 8 March is International Women's Day. The Mersey Gateway Bridge would be lit to mark this important day.

COU67 URGENT DECISIONS

Council considered a report of the Chief Executive, on the urgent decisions taken since the last meeting of the Council.

RESOLVED: That Council note the report.

COU68 MINUTES OF THE EXECUTIVE BOARD

Council considered the minutes of the Executive Board meetings on 12 December 2024 and 16 January 2025.

RESOLVED: That the minutes be received.

COU69 MINUTES OF THE HEALTH AND WELLBEING BOARD

Council considered the minutes of the Health and Wellbeing Board meeting on 15 January 2025.

RESOLVED: That the minutes be received.

COU70 QUESTIONS ASKED UNDER STANDING ORDER 8

It was noted that no questions had been submitted under Standing Order No. 8.

COU71 CALENDAR OF MEETINGS 2025-2026

Council considered a report of the Chief Executive, on a calendar of meetings for the 2025/26 Municipal Year.

RESOLVED: That the calendar of meetings for the 2025/26 Municipal Year, as appended to the report, be approved.

Chief Executive

COU72 BUDGET 2025/26 - KEY DECISION

The Executive Board had considered a report setting out a recommendation to Council in respect of the revenue budget, capital programme and council tax for 2025/26.

The Executive Board had recommended that Council adopt the resolution set out in Appendix A of the report, which included setting the budget at £183.052m, the Council Tax requirement of £68.208m (before Parish, Police, Fire and LCR Combined Authority precepts) and the Band D Council Tax for Halton of £1,846.66.

In accordance with Standing Order 16 (3), a recorded vote was taken.

The following Members voted FOR the motion:

Councillors Abbott, Ball, Baker, Begg, Bevan, Carlin, Connolly, Dennett, Dourley, Fry, Garner, Gilligan, Harris, S. Hill, V. Hill, Hughes, Hutchinson, Jones, Leck, M. Lloyd Jones, P. Lloyd Jones, K. Loftus, C. Loftus, Logan, McDermott, McDonough, A. McInerney, T. McInerney, Nelson, P. Nolan, N. Plumpton Walsh, Polhill, Ratcliffe, Ryan, Teeling, Thompson, Thornton, Wainwright, Wall, Wallace, Wharton, Woolfall, and Wright.

Councillor Davidson voted AGAINST the motion.

There were no abstentions.

Councillor Carol Plumpton Walsh was not present when the recorded vote was taken.

RESOLVED: That Council

Director
Finance

of

- 1) adopt the resolution set out in Appendix A, which includes setting the budget at £183.052m, the Council Tax requirement of £68.208m (before Parish, Police, Fire and LCR Combined Authority precepts) and the Band D Council Tax for Halton of £1,846.66;
- 2) approve the capital programme set out in Appendix E;
- 3) approve the Use of Capital Receipts Strategy set out in Appendix H;
- 4) approve the budget savings set out in Appendix G;
- 5) approve 100% Council Tax premium being applied to properties which have been unoccupied and unfurnished for a minimum period of 12 months; and
- 6) note that Government have given provisional approval to the Council's application for Exceptional Financial Support, as outlined in section 3.7.

COU73 2024/25 SPENDING AS AT 30 NOVEMBER 2024

Council was asked to approve the Capital Programme as outlined in the attached report.

RESOLVED: That

Director
Finance

of

- 1) all spending continues to be limited to essential items only;
- 2) Executive Directors continue to identify areas where they can further reduce their directorate's spending or generate income, in order to reduce the councilwide forecast outturn overspend position;
- 3) Executive Directors continue to implement the approved savings proposals for 2024/25 and 2025/26 as detailed in Appendix 4;
- 4) the updated forecast outturn position be shared with the Ministry of Housing, Communities & Local Government in support of the Council's application for Exceptional Financial Support;
- 5) Council be asked to approve the revisions to the capital programme set-out in paragraph 3.22 and incorporated within Appendix 3; and

- 6) this report be shared with each Policy and Performance Board, in order to ensure they have a full appreciation of the councilwide financial position, in addition to their specific areas of responsibility.

COU74 TREASURY MANAGEMENT STRATEGY STATEMENT 2025/26

Council considered a report of the Director, Finance, on the Treasury Management Statement, which incorporated the Annual Investment Strategy and the Minimum Revenue Provision Strategy for 2025/26.

RESOLVED: That Council adopt the policies, strategies, statements, prudential and treasury indicators, outlined in the report.

Director of Finance

COU75 CAPITAL STRATEGY

Council considered a report of the Director, Finance, on the Council's Capital Strategy for 2025/26.

Members noted that the Capital Strategy should be read in conjunction with the Treasury Management Statement, also considered at this meeting. The successful delivery of the Capital Strategy would assist the Council in planning and funding its capital expenditure over the next three years.

RESOLVED: That Council approve the 2025/26 Capital Strategy, as presented in the Appendix attached to the report.

Director of Finance

COU76 ABSENCE OF A MEMBER

This item was withdrawn.

COU77 MEMBERS' ALLOWANCE SCHEME - REVIEW

The Council considered a report of the Independent Remuneration Panel following the Triannual Review of the Scheme of Members' Allowances.

Under the Local Authority (Members' Allowances) Regulations 2003, the Scheme of Members' Allowances must be reviewed tri-annually. Three independent private sector representatives were invited to sit as an Independent Panel to review the Council's Scheme of Members' Allowances and to make recommendations to the Council.

The Panel were provided with, and appraised of, the Council's current Scheme of Allowances, as set out in the report. The Panel met once and corresponded on several occasions, considered papers supplied in advance of their meeting and received a briefing by the Chief Executive. In addition, the Panel invited comments from all Elected Members. The Panel's conclusions and recommendations were set out in the report for information.

RESOLVED: That Council

Chief Executive

- 1) note and agree the recommendations of the Independent Members' Allowances Panel as set out in Paragraph 6 of the report; and
- 2) having regard to the Panel's recommendation, approve the Members' Allowance Scheme as submitted to be effective from April 2025 for a 3 year period.

COU78 MINUTES OF THE POLICY AND PERFORMANCE BOARDS AND THE AUDIT AND GOVERNANCE BOARD

The Council considered the reports of the following Boards in the period since the meeting of Council on 4 December 2025:-

- Children, Young People and Families;
- Health;
- Safer;
- Environment and Urban Renewal;
- Corporate Services; and
- Audit and Governance.

COU79 COMMITTEE MINUTES

The Council considered the reports of the following Committee in the period since the meeting of Council on 4 December 2025:-

- Development Management;
- Regulatory Sub Committee;
- Taxi Licensing Sub Committee; and
- Appointments.

COU80 RECOMMENDATION FROM MAYORAL COMMITTEE

The Mayoral Committee had considered a Part II item which made recommendations for the appointment of Mayor and Deputy Mayor for the 2025/26 Municipal Year.

Formal confirmation would be sought at the Annual meeting of Council.

RESOLVED: That Council note that

- 1) Councillor Martha Lloyd Jones be appointed as Mayor; and
- 2) Councillor Pamela Wallace be appointed as Deputy Mayor.

Meeting ended at 7.30 p.m.

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REPORT TO: Executive Board

DATE: 17 April 2025

REPORTING OFFICER: Director – Legal and Democratic Services

PORTFOLIO: Corporate Services

SUBJECT: Annual Review of Constitution 2025

WARDS: Borough-wide

1.0 PURPOSE OF REPORT

- 1.1 The purpose of the report is to ask the Board to seek the approval of the Council to a number of changes to the Constitution.

2.0 RECOMMENDATION: That Executive Board recommends Council to approve the changes to the Constitution including the matters set out in Appendix 1.

3.0 BACKGROUND

- 3.1 The revised version of the Constitution picks up the changes to the Council's working arrangements that have taken place during the year, as well as other changes which are intended to assist the Council to operate more effectively.
- 3.2 The proposals for change have been considered by the Chief Executive and the Portfolio Holder for Corporate Services in accordance with Article 16.02. Apart from the purely technical changes, the proposed amendments that are considered to be of particular significance are listed in Appendix A to this report.

4.0 POLICY, FINANCIAL AND OTHER IMPLICATIONS

- 4.1 All legislative changes have been considered. However, no further amendments, over and above those already outlined, are required at the present time. Any other required changes during the period 2025/26 will be the subject of further reports when dates and details are available.

5.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

The changes proposed are designed to support the continued delivery of the Council's priorities.

6.0 RISK ANALYSIS

- 6.1 The Council needs to ensure that its Constitution is regularly updated so that it continues to support efficient, transparent and accountable decision-making by the authority.

7.0 EQUALITY AND DIVERSITY ISSUES

- 7.1 None.

8.0 CLIMATE CHANGE IMPLICATIONS

- 8.1 There are no implications.

9.0 LIST OF BACKGROUND PAPERS UNDER SECTION 100D OF THE LOCAL GOVERNMENT ACT 1972

None under the meaning of the Act.

Appendix 1

Proposed Significant Changes to the Constitution

Finance Standing Orders

See attachment.

Procurement Standing Orders

1.1.13 Out of Scope of Procurement Standing Orders - For the avoidance of doubt, Procurement Standing Orders shall not apply to:

- contracts of employment
- certain contracts for legal services
- the delegation of function between local authorities
- certain financial services and debt finance
- agreements for the sale, disposal or acquisition of land (including leases)
- other exclusions as amended from time to time within procurement legislation

1.3.5 – Preliminary Estimate Report – Contracts exceeding £5,000,000 in Value, the PPA23 introduces a new requirement under section 52(2) for contracting authorities to set a minimum of 3 key performance indicators for contracts exceeding £5 million, except in respect of a framework or light touch contract or where the contracting authority considers that a supplier's performance cannot be assessed by reference to key performance indicators.

The Preliminary Estimate Report will now include the point below to comply with the PPA23:

(viii) Identification of at least three Key Performance Indicators (KPIs) for contracts exceeding £5 million, unless the contract is a call-off from a Framework or Light Touch Regime (LTR) or where the contracting authority considers that a supplier's performance cannot be assessed by reference to key performance indicators.

1.5 - Tendering Procedures – The procedures have been reduced from 6 to 3, a key change is the introduction of a new Competitive Flexible Procedure (CPF) which allows contracting authorities the flexibility to create their own compliant procedure and provide the option to consider steps for Negotiation and Dialogue with suppliers to be included where relevant and proportionate to the goods, services or works to be procured.

1.9.5 – New Delegation of tender acceptance decision to Executive Director, Delegation of approval process updated to include an option for Executive Board to delegate approval to the relevant Executive Director for contract values exceeding £5 million

1.15.2 – Referral of pre-determined contract extension to Executive Board, has been removed, this amendment considers that pre-determined extensions above £5 million have already been approved by Executive Board in compliance with PSO1.3.5, approval of the Preliminary Estimates Report and budget allocation approved as part of pre-procurement stage.

1.15.3 – Acceptance of pre-determined contract extension by Executive Board – as above point.

Audit and Governance Board – Revised Powers and Duties

The new powers and duties of the Audit and Governance Board were agreed by the Audit and Governance Board at its meeting on 20 November 2024. See document attached.

Chapter 6 Members Allowances

Following a recommendation from the Independent Remuneration Panel, revised Members Allowances were agreed at Council on 5 March 2025. Chapter 6 would be replaced with the revised version.

Chapter 2 Area Forums

Article 10 reference to Area Forums will be removed.

Appendix A (relating to Paragraph 174 of the Scheme of Delegation

Add Competition and Consumers Act 2024 and remove reference to the Enterprise Act.

Delegation to Officers – Page 302

Replace 98 with the following addition:

(g) involves any new floorspace within the defined town centre boundaries as set out in the local plan

(h) involves retrospective applications in relation to (e) and (f) above.

Appendix 6 Public Speaking on Planning Application – Page 358

Replace with new version (See attached)

Policy and Performance Boards

The Policy and Performance Board titles are proposed to be amended following consideration and approval by the Scrutiny Chairs Group. The proposed new titles are attached and there will be some consequential minor amendments to terms of reference

Constitution Review Proposed amendments to Finance Standing Orders

Section	Existing Wording	Proposed Wording	Reason for Change
All	Remove references to Operational Director and Divisional Manager job titles	Replace with Directors and Heads of Service	Updated job titles introduced during 2024
4.1.1	The financial implications of any proposed scheme shall be clearly set out by the appropriate Executive Director. Each Executive Director shall consult with the relevant accountant on the funding arrangements and financial consequences before it is submitted to the Executive Board or Policy and Performance Board.	The financial implications of any proposed scheme shall be clearly set out by the appropriate Executive Director. Each Executive Director shall consult with the relevant accountant on the funding arrangements and financial consequences before it is submitted to the Executive Board.	Reference to Policy and Performance Board removed as approval of proposed schemes which have financial implications ultimately sits with Executive Board.
5.1.2	The approval, funding, monitoring, control and accounting treatment of all capital expenditure shall be in accordance with the Capital Guidance reported annually to Executive Board as part of the Council's Capital Strategy.	The approval, funding, monitoring, control and accounting treatment of all capital expenditure shall be in accordance with the Capital Guidance reported annually to Council as part of the Council's Capital Strategy.	Reporting arrangements updated to reflect what actually happens in practice.
5.1.5	Variations in the cost of approved schemes up to £500,000 may be addressed by capital virement under the powers delegated to the Operational Director – Finance, as set out in Standing Order 4.2.3. Virement exceeding £500,000 may only be approved by the Executive Board. Virements within a programme may only be authorised with the written approval of the Operational Director – Finance or by the Executive Board.	Variations in the cost of approved schemes up to £500,000 may be addressed by capital virement under the powers delegated to the Operational Director – Finance, as set out in Standing Order 4.2.3. Virement exceeding £500,000 may only be approved by Council. Virements within a programme may only be authorised with the written approval of the Director – Finance or by the Council.	Reporting arrangements updated to reflect what actually happens in practice.

Section	Existing Wording	Proposed Wording	Reason for Change
5.1.6	The appropriate Executive Director must immediately produce a report for the Executive Board where the total cost of an individual scheme is forecast to exceed the figure approved for that scheme by 10% on schemes costing less than £5m and £500,000 on schemes costing £5m and above (subject to a minimum of £25,000). The report shall identify how the increased cost of the scheme will be dealt with.	The appropriate Executive Director must immediately produce a report for Council where the total cost of an individual scheme is forecast to exceed the figure approved for that scheme by 10% on schemes costing less than £5m and £500,000 on schemes costing £5m and above (subject to a minimum of £25,000). The report shall identify how the increased cost of the scheme will be dealt with.	Reporting arrangements updated to reflect what actually happens in practice.
5.1.8	The Operational Director - Finance shall report quarterly to the Executive Board on capital spends.	The Director - Finance shall report quarterly to Council on capital spending.	Reporting arrangements updated to reflect what actually happens in practice.
5.2.1 (first para)	The approved Revenue Budget shall be deemed to give authority to the Executive Directors to expend or incur liabilities, during the period covered by that budget, to the extent of the detailed provisions contained therein. In accordance with the Council's scheme of delegation, these deemed authorities shall be exercisable by the Operational Directors.	The approved Revenue Budget authorises Executive Directors to incur expenses or liabilities within the budget's provisions for the period covered by the budget. Under the Council's scheme of delegation, Directors may also exercise this authority.	Simplification of wording

Section	Existing Wording	Proposed Wording	Reason for Change
5.2.2.2 (para 5)	No virement is permitted which involves a change in policy or commits expenditure into future years without the specific approval of the Executive Board. Virements which commit expenditure into future years should not be done so without the prior approval of the Operational Director – Finance.	No virement is permitted which involves a change in policy without the specific approval of the Executive Board. Virements which commit expenditure into future years should not be done so without the prior approval of the Director – Finance, carrying forward balances through earmarked reserves.	Clarification on process for virements which commit expenditure into future years.
6.3.4	Each Operational Director shall notify the Operational Director – Finance of new risks or properties which require insurance, and of any alterations affecting existing risks or insurance in advance of the changes to cover being required.	Each Director shall notify the Director – Finance of new risks or assets which require insurance, and of any alterations affecting existing risks or insurance in advance of the changes to cover being required.	Replace ‘property’ with ‘assets’ as insurance cover is also placed for non-property assets
6.5.4	The Council nominates the Corporate Services Policy and Performance Board to be responsible for ensuring effective scrutiny of the treasury management strategy and policies.	The Council nominates the Audit and Governance Board to be responsible for ensuring effective scrutiny of the treasury management strategy and policies.	Audit and Governance Board has oversight of the Council’s financial management arrangements.
8.3.4	Payment will be made by the Operational Director – Finance in the manner considered most appropriate e.g. BACS payment or payment by government procurement card. Other cost effective methods of payment may also be considered as and when required.	Payment will be made by the Director – Finance in the manner considered most appropriate, e.g. BACS payment, payment by government procurement card, payment by corporate credit card. Other cost effective methods of payment may also be considered as and when required.	Payment by corporate credit card added as an example of an acceptable payment method.

Section	Existing Wording	Proposed Wording	Reason for Change
9.1.1	Any proposal to introduce a new source of income or to vary any existing source of income, shall, before implementation, be submitted to the Executive Board. Fees and charges are to be set in accordance with the principles set out in the Corporate Charging Policy Framework.	Fees and Charges are to be set out in accordance with the principles set out in the Corporate Charging Policy Framework and reported annually to Executive Board, prior to the start of a financial year.	It is impractical for Executive Board to be informed of all new sources of income or variations to existing sources of income prior to implementation. However, the annual report reviewing all fees and charges ensures that Executive Board is consulted.

Audit and Governance Board

Composition, meetings, and reporting arrangements

1. The membership of the Board shall not include any members of the Executive Board.
2. The Audit and Governance Board will comprise:
 - Seven elected members in accordance with the current political balance rules.
 - A qualified independent member, who will be a non-voting member.
3. A minimum of three elected members of the Audit and Governance Board must be present for the meeting to be deemed quorate.
4. The Chair and Vice Chair of the Audit and Governance Board will be independent of the Executive Board and will not be a Chair of a Policy and Performance Board.
5. The Audit and Governance Board shall meet four times a year. The Chair of the Board may convene additional meetings as they deem necessary.
6. The Head of Paid Service, the Section 151 Officer, the Monitoring Officer, or the Head of Internal Audit may ask the Chair of the Audit and Governance Board to convene further meetings to discuss issues on which they wish to seek the Board's advice.
7. Meetings will be open to the public, but the public may be excluded where information of an exempt nature is being discussed.
8. The Board, External Audit, and the Head of Internal Audit shall have the opportunity for private discussions without the Section 151 Officer or other officers present if issues need exploring in such a forum.
9. The Chair of the Audit and Governance Board reports to Full Council, as necessary.

Statement of purpose

10. The Board's purpose is to provide an independent and high-level focus on the adequacy of governance, risk, and control arrangements. Its role in ensuring there is sufficient assurance over governance, risk and control gives greater confidence to the Council that those arrangements are effective.
11. The Board has responsibility for oversight of both internal and external audit, together with the financial and governance reports, helping to ensure there are adequate arrangements in place for both internal challenge and public accountability.

12. The Board also has responsibility for oversight of member standards.

Powers and duties

Governance, risk, and control

13. To review the Council's corporate governance arrangements against the good governance framework, including the ethical framework, and consider the local code of corporate governance.
14. To monitor the effective development and operation of risk management in the Council.
15. To monitor progress in addressing risk-related issues reported to the Board.
16. To consider reports on the effectiveness of internal controls and monitor the implementation of agreed actions.
17. To consider reports on the effectiveness of financial management arrangements including compliance with CIPFA's Financial Management Code.
18. To consider the Council's arrangements to secure value for money, including the Council's procurement arrangements, and review assurances and assessments on the effectiveness of these arrangements.
19. To review the governance and assurance arrangements for significant partnerships or collaborations.

Governance reporting

20. To review the Annual Governance Statement prior to approval and consider whether it properly reflects the risk environment and supporting assurances, taking into account the Head of Internal Audit's opinion.
21. To consider whether the annual evaluation of the Annual Governance Statement fairly concludes that the arrangements are fit for purpose, supporting the achievement of the Council's objectives.

Financial reporting

22. To monitor the arrangements and preparations for financial reporting to ensure that statutory requirements and professional standards can be met.
23. To review and approve the annual statement of accounts and specifically to consider whether appropriate accounting policies have been followed, and whether there are concerns arising from the financial statements or audit process that need to be brought to the attention of the Council.

24. To consider the external auditor's report to those charged with governance on issues arising from the audit of the accounts.

External Audit

25. To recommend to Full Council the appointment of the Council's External Auditors under the Local Audit and Accountability Act 2014 and provide assurance that the External Audit team's independence is safeguarded.
26. To consider the External Auditor's annual letter, relevant reports, and the report to those charged with governance.
27. To consider specific reports as agreed with the External Auditor.
28. To support the quality and depth of external audit process and to ensure that it gives value for money.
29. To commission additional work from external audit as required.
30. To advise and recommend on the effectiveness of relationships between external audit and internal audit, and other inspection agencies or relevant bodies.

Internal Audit

31. To approve the internal audit charter.
32. To review proposals made in relation to the provision of internal audit services and to make recommendations
33. To approve the risk-based internal audit plan, including internal audit's resource requirement, the approach to using other sources of assurance, and any work required to place reliance upon those other sources.
34. To approve significant interim changes to the risk-based internal audit plan and resource requirements.
35. To make appropriate enquiries of both management and the Head of Internal Audit to determine if there are any inappropriate scope or resource limitations.
36. To consider any impairments to independence or objectivity arising from additional roles or responsibilities outside of internal auditing of the Head of Internal Audit. To approve and periodically review safeguards to limit such impairments.
37. To consider reports from the Head of Internal Audit on internal audit's performance, including the performance of external providers of internal audit services if applicable. This will include:
 - Updates on the work of internal audit including key findings, issues of concern, and action in hand as a result of internal audit work

- Reports on the results of the Quality Assurance and Improvement Programme
 - Reports on instances where the internal audit function does not conform to the Public Sector Internal Audit Standards and Local Government Application
38. To consider the Head of Internal Audit's annual report, specifically:
- The statement of the level of conformance with the Public Sector Internal Audit Standards and Local Government Application Note and the results of the Quality Assurance and Improvement Programme that supports the statement (to provide assurance over the reliability of the conclusions of internal audit)
 - The opinion on the overall adequacy and effectiveness of the Council's framework of governance, risk management and control together with the summary of the work supporting the opinion (to assist the Board in reviewing the Annual Governance Statement)
39. To consider summaries of specific internal audit reports.
40. To receive reports outlining the action taken where the Head of Internal Audit has concluded that management has accepted a level of risk that may be unacceptable to the Council, or there are concerns about progress with the implementation of agreed actions.
41. To contribute to the external assessment of internal audit that takes place at least once every five years.
42. To support the development of effective communication with the Head of Internal Audit, including providing free and unfettered access to the Chair of the Audit and Governance Board.

Counter fraud and corruption

43. To review the assessment of risks and potential harm to the Council from fraud and corruption.
44. To review, approve and monitor the Council's counter-fraud policies and strategies, counter fraud activity, and associated resourcing.

Standards

45. To promote and maintain high standards of conduct by the members and co opted members of the authority.
46. To assist members and co-opted members of the authority to observe the authority's Code of Conduct.
47. To advise the authority on the adoption or revision of the Code of Conduct.

48. To monitor the operation of the authority's Code of Conduct.
49. To advise, train or arrange to train members of the authority on matters relating to the authority's Code of Conduct.
50. To maintain a Hearings Panel (comprised of 3 members of the Board drawn from 2 political groups if possible) to hear allegations made against an Elected Member or a Parish Councillor within the Borough Council's area.
51. To investigate or arrange investigation of any complaints made by Members, Officers, or members of the public in relation to the authority's Code of Conduct.
52. To decide disciplinary matters within the competence of the Committee.
53. To consider applications from local authority employees for exemption from political restriction in respect of their posts.
54. Where appropriate, to issue directions requiring a local authority to include a post in the list of politically restricted posts it maintains.
55. To give general advice, following consultation with appropriate parties, on the application of criteria for designation of a politically restricted post.
56. To consider applications for dispensations from Members where appropriate.

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APPENDIX 6

PUBLIC SPEAKING ON PLANNING APPLICATIONS

An explanation of the system for those wishing to speak

HOW TO HAVE YOUR SAY AT A DEVELOPMENT MANAGEMENT COMMITTEE

This information explains how the scheme operates and answers some of the questions you may have about procedures and what to expect at the meeting. It is based on simple rules agreed by the Council to make the system as fair and easy to operate as possible, so please read all of the information.

How does the Development Management Committee work?

Not all applications are determined by the Committee. The majority of straightforward applications are decided under the Council's delegation scheme and are not subject to procedures described here. Please telephone the case officer dealing with the application to see whether the application in which you are interested is to be considered by the Development Management Committee or discuss its progress.

The Committee is made up of a Chair, Vice-Chair and 9 other Councillors. The Press may attend the meetings. Committee Members receive written reports on planning applications being considered by the Committee.

Do I need to attend the meeting to make any comments known to the Committee?

No - your written comments will have been briefly summarised in the officer report and will be considered by the Committee anyway. As the meetings are open to the public you may, if you wish, attend the meeting just to see what happens.

How can I find out when an application will be considered?

A Development Management Committee is usually held on a Monday evening once a month. It can, however, be held on other days of the week. The Committee agenda is normally published at the latest 5 clear working days before the Committee meeting. The dates and times of meetings are available on request together with a list of Members. Please telephone the Committee Services Section on 0151 511 8276.

How do I arrange to speak at a meeting?

When an application is to be considered by the Committee, the applicant, objectors and supporters will be notified of the meeting and may request or download a form which will need to be completed if they wish to speak at the meeting.

- In cases where a petition or in excess of 25 standardised letters are received only the lead name and/or the first ten letters received in respect of the application will be notified.
- The form must be received by the Planning Department by 16:00 on the working day (normally a Friday) before the Committee meeting, at the very latest.
- On the day of the Committee please arrive at the venue between 18:00 and 18:15 to register your intention to speak. It may be difficult to accommodate late arrivals.

A Council Officer will explain to those wishing to speak how the Committee procedures are organised.

- If there are several objectors and/or supporters who wish to speak on an application each group will need to organise a spokesperson. Only one person from the objectors and one from the supporters will be allowed to speak. However, even though you have given notice that you wish to speak at the meeting you can change your mind and decide not to speak.
- Only one person can speak in support on behalf of the applicant, either the applicant or agent.

What is the order of speaking on each application?

The Chair will, if necessary, explain the process and introduce each planning application by referring to the application number and details of it.

Members of the public can then speak in the following order:

- Objector (5 minutes)
- Supporter (5 minutes)
- Parish Council (5 Minutes)
- Ward Councillors (maximum of 10 minutes)
- Applicant/Agent (5 minutes)

You will be asked by the Chair of the Development Management Committee to move to a designated seat before you speak. The five-minute limit will be strictly applied by the Chair and you will be asked to return to the public seating after that time.

The Operational Director – Policy, Planning and Transportation will then bring any necessary information, in addition to that in the Officer report, to the Committee's attention. Members of the Development Management Committee will then debate the matter either to approve, refuse or defer it for amendments/further information. The public cannot take part, and a decision will be made. Any points of clarification raised by Members will be dealt with by Officers. Delegated authority may also be given to the Operational Director to deal with the application e.g. following negotiations and amendments.

Can I use slides or overhead transparencies, video presentations or circulate supporting documents?

No - slides or overhead transparencies or video presentations are not allowed. If you wish to circulate supporting documents you must discuss this with the case officer in the first instance. If you decide to send information direct to Councillors that is your responsibility. A list of Councillors names is available from the Members' Office on 0151 511 8276. Please do not send documents to the Council for this purpose.

What can I say at the meeting?

You are advised to make a statement of fact or opinion, but you are likely to have the greatest impact if you:

- Are brief and to the point
- Limit your views to the planning application
- Focus on the relevant planning issues which may help the Committee reach their decision.

What are the relevant issues in considering proposals?

The relevant issues will vary with the nature of the proposal and the date, but examples include the following:

- ✓ The Council's Development Plan
- ✓ Planning Practice Guidance
- ✓ National Planning Policy Framework
- ✓ Planning Law and Legal Precedents
- ✓ Noise, disturbance, smells
- ✓ Residential amenity
- ✓ Design, appearance and layout
- ✓ Impact on trees, listed buildings, conservation areas, and archaeological heritage
- ✓ Public open space provision

What issues are usually irrelevant in considering proposals?

These will vary from case to case but the following are usually irrelevant:

- ✓ Matters covered by other laws, licences and environmental controls
- ✓ Boundary or area disputes
- ✓ The developer's morals or motives
- ✓ Suspected further development
- ✓ Loss of view over other people's land
- ✓ Effects on value of property
- ✓ Personal matters
- ✓ Land ownership

You should particularly note that the laws of slander are very strict. If you say something defamatory in public about a person that is untrue, even if you believe it to be true, you may be at risk of legal action. You should therefore think carefully about any criticisms you may wish to make about people when speaking at the Committee.

Where are the Committee meetings held?

The venue alternates between Runcorn Town Hall and Municipal Building Widnes. You can check this on the Council's web site. Meetings usually start at 18:30. If you have completed a form asking to speak you must arrive at the venue between 18:00 and 18:15 to register your intention to speak.

Attendees should be aware that members of the press and public who are present during the public part of a meeting, have the right to film, audio-record, take photographs and use social media (such as tweeting and blogging) to report proceedings of meetings.

How are Parish Councils involved?

Parish Councils are consulted on all relevant planning applications within their area. For details of your Parish Council clerk please contact Democratic Services on 0151 511 8380.

The role of Borough Councillors:

You may like to contact your Councillor to discuss a planning application. If you wish a Councillor to represent your views at the Committee then it is advisable to contact a Councillor who is not on the Committee itself. Any Councillor who sits on the Committee will not be able to commit him or herself to a decision before hearing all the evidence and debate at the relevant Development Management Committee meeting.

Who do I ask if I have any other queries?

If you have any questions or any other comments please contact the case officer responsible for the planning applications or:

Operational Director –Planning and Transport
Halton Borough Council
Municipal Building
Kingsway
Widnes
WA8 7QF

Tel: 0151 511 6160

Email: dev.control@halton.gov.uk

**Alignment of Policy and Performance Board titles to
the New Corporate Plan: (March 2025)**

Current PPB title	New Priority	Suggested new PPB title	Rationale
CYP&F	Supporting Children, Young People and Families	Children, Young People and Families	No change required
Health	Improving Health, promoting Wellbeing and supporting greater independence	Health & Social Care	Incorporating the words Social Care reflects better the scope of this Board's work
ELS&C	Building a Strong, Sustainable Local Economy	Local Economy	An all-encompassing term for investing in education and new skills and encouraging business growth and retention within Halton
Environment & Urban Renewal	Working towards a Greener Future	Environment and Regeneration	Reflects the new generic focus on the Borough's overall natural environment
Corporate	Ensuring a resilient and reliable organisation / Tackling inequality and helping those who are most in need	Corporate and Inclusion	All embracing theme of the Corporate Plan, and which also provides equal access to opportunities and resources for all
Safer	Valuing and appreciating Halton and our Community	Housing and Safer	Brings operational housing together with safe and thriving communities

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REPORT TO: Council

DATE: 16 May 2025

REPORTING OFFICER: Chief Executive

PORTFOLIO: Leader

SUBJECT: Urgent Decisions

WARDS: Borough Wide

1.0 PURPOSE OF THE REPORT

- 1.1 To bring to the attention of Council urgent decisions taken since the last meeting of the Council.

2.0 RECOMMENDATION: That the report is noted.

3.0 SUPPORTING INFORMATION

- 3.1 The Council's Constitution gives authority to the Chief Executive to take urgent decisions which are required before the next formal meeting of Executive Board/Council.

These must be made in consultation with the Leader of the Council where practicable, and with the Operational Director – Finance and/or Operational Director – Legal and Democratic Services where necessary. They must also be reported for information to the next practically available meeting of the Board.

- 3.2 More information on each can be found on the Council's website here:

<http://councillors.halton.gov.uk/mgDelegatedDecisions.aspx?bcr=1>

- 3.3 The urgent decisions taken since the last meeting of Council:

Date Decision taken	Decision details
17 March 2025	Household Support Fund – 2025/26 Scheme and Spending Plan
17 March 2025	Homeless Grant Funding

4.0 POLICY IMPLICATIONS

- 4.1 There are none other than the constitutional requirement to report urgent decisions for information.

5.0 OTHER IMPLICATIONS

5.1 None.

6.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

6.1 Children and Young People in Halton

None.

6.2 Employment, Learning and Skills in Halton

None.

6.3 A Healthy Halton

None.

6.4 A Safer Halton

None.

6.5 Halton's Urban Renewal

None.

7.0 RISK ANALYSIS

7.1 The report is for information, and there are no risk issues arising from it.

8.0 EQUALITY AND DIVERSITY ISSUES

8.1 None.

9.0 LIST OF BACKGROUND PAPERS UNDER SECTION 100D OF THE LOCAL GOVERNMENT ACT 1972

9.1 No background papers were used in the preparation of this report. Further information on the decisions taken is available from the link in Paragraph 3.2.

REPORT TO: Council

DATE: 16 May 2025

REPORTING OFFICER: Corporate Director, Chief Executive's Delivery Unit

PORTFOLIO: Corporate Services

SUBJECT: Pay Policy Statement 2025 – 2026

WARD(S): Borough-wide

1.0 PURPOSE OF THE REPORT

- 1.1 The Localism Act 2011 requires every local authority to prepare a pay policy statement each year which details the Council's approach to a range of issues relating to the pay of its workforce, particularly its senior staff (Chief Officers) and its lowest paid employees.
- 1.2 This report details the Council's recommended Pay Policy Statement for 2025/26. The statement will be subject to annual review and approval by Full Council. In exceptional circumstances, the statement may be reviewed/amended in-year by the Full Council.
- 1.3 On approval the statement will be published on the Council's website following each annual review.

2.0 RECOMMENDATION: That Council adopts this Pay Policy Statement for the Financial Year 2025/26

3.0 SUPPORTING INFORMATION

- 3.1 The Council is committed to transparency and fairness in the pay and remuneration of all its employees. In determining the pay and remuneration of all of its employees, the Council will comply with all relevant legislation and has had regard to the Guidance issued by the then Department for Communities and Local Government in February 2012.
- 3.2 The Localism Act requires the Council to produce a policy statement that covers a number of matters concerning the pay of the Councils staff; principally its Chief Officers and the Authority's lowest paid employees. This pay policy statement meets the requirements of the Localism Act

2011 and takes account of the guidance issued by the Secretary of State for Communities and Local Government “Openness and Accountability in Local Pay: Guidance under Section 40 of the Localism Act”.

- 3.3 The statement complies with the Equality Act 2010, Part Time Employment (Prevention of Less Favourable Treatment) Regulations 2000, The Agency Worker Regulations 2010, The Agency Worker (Amendment) Regulations 2019 and where relevant, the Transfer of Undertakings (Protection of Employment) Regulations 2014.
- 3.4 With regard to the equal pay requirements contained within the Equality Act, the Council ensures that there is no pay discrimination in its pay and grading structures and that all pay differentials are objectively justified through the use of job evaluation mechanisms, which directly establish the relative levels of grades according to the requirements, demands and responsibilities of the job role.
- 3.5 With effect from April 2018, employers with more than 250 employees have been required to report on Gender Pay Gap to the Government Equalities Office. The calculation is prescribed statutorily and is based on a snapshot date of 31st March of the previous year. The most recent submission to government, filed in 2025, is as at 31st March 2024;
- Median pay gap: 3.68% lower for female employees.
The median gender pay gap for the whole UK economy is 7.0% (November 2024 ONS figures).
 - Mean pay gap: 7.02% lower for female employees.
The mean gender pay gap for the whole UK economy is 11.3% (November 2024 ONS figures).

Further detailed information is published on the Council website.

- 3.6 This pay policy statement does not apply to schools maintained by the Council and there is not a requirement for it to do so.

4.0 THE PAY POLICY STATEMENT

- 4.1 Under Section 112 of the Local Government Act 1972, the Council has the power “to appoint officers on such reasonable terms and conditions as the authority sees fit.” The purpose of the Statement is to provide transparency with regard to the Council’s approach to setting the pay of its employees by identifying:
- The methods by which salaries of all employees are determined;
 - The detail and level of remuneration of its most senior staff, i.e., chief officers, as defined by relevant legislation;

- The Committee responsible for ensuring the provisions set out in this Statement are applied consistently throughout the Council and recommending any amendments to the Full Council.

5.0 BACKGROUND – PAY STRUCTURE

- 5.1 The Council uses the National Joint Council (NJC) nationally negotiated pay spine (i.e. a defined list of salary points) as the basis for its local pay structure, based on the application of the job evaluation process to determine the salaries of the majority of its staff.
- 5.2 The Council adopts the national pay bargaining arrangements in respect of the national pay spine and any agreed annual pay increases negotiated nationally with the joint trade unions.
- 5.3 From 1st April 2019, a revised NJC pay spine was introduced which consolidated the twelve lowest points from the previous version into six. This was designed to promote equity within the pay and grading model. The Council adopted this model.
- 5.4 The Council has determined that it will pay the Living Wage, as calculated annually by the Living Wage Foundation. From 1 April 2025, the minimum hourly rate paid will be £12.60.
- 5.5 From 1st April annually, the minimum hourly rate paid will be the higher of the hourly rate of the bottom NJC pay point (SCP 2), or the hourly rate as calculated by the Living Wage Foundation and announced in the prior November. The NJC rate for SCP2 effective 1st April 2024 is £12.26. The rate effective 1st April 2025 has not yet been negotiated at the national level.
- 5.6 For staff on Joint Negotiating Committee (JNC) terms and conditions (Chief Officers), the Council operates a locally determined pay structure, in accordance with JNC guidance, and any agreed annual pay increases negotiated with the joint trade unions on a national level.
- 5.7 All other pay related allowances are the subject of either national or locally negotiated rates, having been determined from time to time in accordance with collective bargaining machinery and/or as determined locally.
- 5.8 Starting salaries for new appointments will normally be made at the minimum spinal column point for the grade, although this can be varied where necessary to secure the best candidate for the role. From time to time it may be necessary to take account of the external pay market in order to attract and retain the best employees with particular experience, skills and abilities. Where necessary, the Council will ensure that the requirement for such payments is objectively justified by reference to clear and transparent evidence of relevant market comparators, using

appropriate data sources available from within and outside the public sector and where such retention payments are necessary, they will be considered within the framework provided by the NJC, and be subject to local negotiation and ratification.

- 5.9 There is a formal job evaluation process for new positions created or for proposed changes to existing job descriptions and person specifications. For positions which are subject to the National Joint Council (NJC) for Local Government Services ('Green Book'), the grading review is undertaken with representation from the Human Resources Service, recognised Trade Unions and the relevant Manager, using the Local Government Single Status Job Evaluation Scheme (the NJC scheme) which is used to evaluate posts up to grade HBC11.
- 5.10 Apprentices within the Council are paid 75% of the bottom point of the relevant Council grade for the post. Apprentices aged 21 or over, who have completed the first year of an apprenticeship are paid the relevant National Minimum Wage, in line with prevailing legislation, where this is higher than the 75% of grade rate.
- 5.11 The following employee groups are not presently paid in accordance with an evaluated grade/role determined by the Council and instead nationally or locally determined rates apply:
- Employees whose pay and conditions are determined by the Soulbury Committee
 - Employees within the Council whose pay is determined by the annual review of the School Teachers Pay and Conditions document (STPCD)
 - Employees who have transferred from the NHS to the Council on NHS terms and conditions
 - Employees who have retained terms and conditions following a TUPE transfer to the Council
- 5.12 Any temporary 'market supplement' to the salary scale for any grade is approved in accordance with the NJC 'Green Book' criteria on such matters and can only be approved by the Council's Management Team, in consultation with the Head of HR Operations.

6.0 SENIOR MANAGEMENT REMUNERATION

- 6.1 For the purposes of this Statement, senior management means 'chief officers' as defined within the Localism Act. The posts falling within the statutory definition are set out below:
- Chief Executive
 - Executive Directors
 - Corporate Directors
 - Directors

- Director of Public Health

- 6.2 The basis of salary levels for Chief Officers was established following a review exercise in April 2005 carried out by Tribal Resources, using the Hay system to evaluate grades and salary points.
- 6.3 The salary details of the Council's Chief Officers can be found on the Council website and are published as part of the Council's Annual Statement of Accounts.
- 6.4 The arrangements and factors considered in determining progression through the relevant grade is incremental progression awarded on an annual basis until the top of the grade is reached.
- 6.5 The terms and conditions applicable to officers on director grade and above are determined by the JNC for Chief Executives, the JNC for Chief Officers of Local Authorities or NHS Employers, as amended, supplemented or superseded by the Council from time to time.
- 6.6 Between November 2021 and December 2022, the Council's Appointments Committee reviewed the salary framework for the post of Chief Executive, and established new salary frameworks for the posts of Executive Director and Corporate Director. New pay scales were introduced in each case, having been tested comparatively within the market.

7.0 RECRUITMENT OF CHIEF OFFICERS

- 7.1 The Council's policy and procedures with regard to the recruitment of Chief Officers is as contained in the Council's Constitution which is reviewed annually by Full Council.
- 7.2 When recruiting to all posts the Council will take full and proper account of all provisions of relevant employment law, its recruitment guidance and equality policies.
- 7.3 The remuneration of any newly appointed chief officer will be in accordance with the pay structure and relevant policies in place at the time of recruitment.

8.0 ADDITIONS TO SALARY OF CHIEF OFFICERS

- 8.1 Incremental progression through the grade is time related i.e. employees are entitled to receive an increment (the next salary point on the pay spine, unless at top of grade) on an annual basis. This cannot be withheld or varied from the agreed pay spine under the employment contract, unless formal proceedings on capability have been implemented.

- 8.2 To meet specific operational requirements it may be necessary for an individual to temporarily take on additional duties to their identified role. The Council's arrangements for authorising any additional remuneration (e.g. honoraria, acting up) are dependent upon the provision and approval of a business case to the relevant Executive or Corporate Director in consultation with the Head of HR Operations.
- 8.3 Officers required to regularly use a vehicle for Council business are currently entitled to an essential car user allowance, currently £1,000pa (from April 2013). The Chief Executive, Executive Directors, Corporate Directors and Directors are also entitled to this payment.
- 8.4 The Chief Executive also receives reimbursement for the duties undertaken as a Returning Officer. This is separate to the salary. The right to receive reimbursement is covered by the JNC for Chief Executive's Terms and Conditions of Service.
- 8.5 Additions to pay are negotiated for all employees, including those covered by the NJC ('Green Book') and JNC terms and conditions.

9.0 PENSION CONTRIBUTIONS

- 9.1 Where employees have exercised their right to become members of the Local Government Pension Scheme, the Council is required to make a contribution to the Scheme representing a percentage of the pensionable remuneration due under the contract of employment of that employee. The rate of contribution is set by Actuaries advising the Pension Fund and reviewed on a triennial basis in order to ensure the Scheme is appropriately funded. The current employer's rate, set at April 2025, is 20.0%.
- 9.2 The employee contribution rates, which are defined by statute, are currently based on the annual full time equivalent rate of pay at the following rates:

Rate of Contribution	Annual Rate of Pay (2025/26 contribution bands)
5.5%	Up to £17,800
5.8%	£17,801 - £28,000
6.5%	£28,001 - £45,600
6.8%	£45,601 - £57,700
8.5%	£57,701 - £81,000
9.9%	£81,001 - £114,800
10.5%	£114,801 - £135,300
11.4%	£135,301 - £203,000
12.5%	More than £203,001

10.0 PAYMENTS ON TERMINATION

- 10.1 The Council's approach to statutory and discretionary payments on termination of employment of Chief Officers, prior to reaching normal retirement age is set out within its Pensions Discretions Statement and in accordance with Regulations 5 and 6 of the Local Government (Early Termination of Employment) (Discretionary Compensation) Regulations 2006 (and if adopted) Regulation 12 of the Local Government Pension Scheme (Benefits, Membership and Contribution) Regulations 2007.
- 10.2 The Council's Policy on Voluntary Redundancy is contained in its Staffing Protocol which was approved by the Appointments Committee on 21st September 2009 with revised terms to reflect the changes to the Local Government Pension Scheme in April 2014 being agreed by the Committee on 4th February 2015. These arrangements apply to all employees at all levels
- 10.3 The Council will have regard to the Statutory guidance on the making and disclosure of Special Severance Payments by local authorities in England, published by the Department for Levelling Up, Housing and Communities, in May 2022.

11.0 PUBLICATION

- 11.1 Upon approval by full Council, this Statement will be published on the Council's website.
- 11.2 For posts where the full time remuneration is £50,000 or above, the Council's Annual Statement of Accounts will include a note setting out the total amount of:
- Salary, fees or allowances paid to or receivable by the person in the current and previous years;
 - Any bonuses so paid by way of expenses allowance that are chargeable to UK Income Tax;
 - Any compensation for loss of employment and any other payments connected with termination;
 - Any benefits received that do not fall within the above.

12.0 LOWEST PAID EMPLOYEES

- 12.1 Employees not on Chief Officer, Soulbury, NHS, or STPCD terms and conditions are paid in accordance with the National Joint Council (NJC) for Local Government Services ('Green Book'). The basic pay for each 'Green Book' employee consists of a salary scale containing a number of spinal column points on the NJC pay spine.

- 12.2 An increment is awarded on an annual basis up to the maximum of the salary grade. The normal increment date is 1st April. Pay awards are generally awarded with effect from 1st April, although the date can be influenced by the negotiation process.
- 12.3 From April 1st 2025, the lowest rate of pay for established employees will be £12.60 per hour.
- 12.4 The relationship between the rate of pay for the highest paid employee and the mean average earnings across the Council is recommended as the best way of illustrating the relationship between the two. This is called the pay multiple and for this Authority, the pay multiple is 1:5.22.
- 12.5 The Hutton Review (2011) stipulated that a pay multiple between the highest and the lowest paid median average salary should not exceed 1:20. On this basis, the Council has a pay multiple of 1:5.79, well within the recommended range.
- 12.6 From April 2019, the Council committed to pay the Living Wage, as calculated by the Living Wage Foundation. In doing so, it will meet all statutory requirements in respect of paying the National Minimum Wage and the National Living Wage, by default.

13.0 ACCOUNTABILITY AND DECISION MAKING

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

14.0 POLICY IMPLICATIONS

- 14.1 The requirements under the Localism Act to produce and publish this Pay Policy Statement supplement existing duties and responsibilities that the Authority, as an employer has, particularly its responsibilities under the Equality Act 2010, to avoid discrimination and provide equal pay.

15.0 FINANCIAL IMPLICATIONS

- 15.1 The Pay Policy Statement must be prepared for the financial year 2025/26 and each subsequent financial year. Once in place, it will provide the public with a clear rationale to explain the Authority's approach to pay.
- 15.2 The Council employs 2251 people in 2303 positions and is responsible for spending annually over £300 million of public money.

16.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

- 16.1 Employees are a key element of the delivery of services that contribute to all of the Council's priorities. As such, appropriate and relevant payment to employees enables the delivery of those priorities.

17.0 RISK ANALYSIS

- 17.1 The adoption of this Pay Policy Statement, and use of the frameworks and mechanisms described within, provides assurance that the Council is mitigating any legislative and ethical risk linked to the remuneration of its employees.

18.0 EQUALITY AND DIVERSITY ISSUES

- 18.1 The Pay Policy Statement will assist the Council to monitor remuneration across the Council and provide a fair system which avoids discrimination.

19.0 CLIMATE CHANGE IMPLICATIONS

- 19.1 There are no specific climate change implication arising from the publication of this statement.

20.0 LIST OF BACKGROUND PAPERS UNDER SECTION 100D OF THE LOCAL GOVERNMENT ACT 1972

- 20.1 There are no background papers under the meaning of the Act.

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