

# additional papers 1



## Council

Mon 22 Feb  
2016  
7.10 pm

Council Chamber  
Town Hall  
Redditch

**REDDITCH** BOROUGH COUNCIL

*making  
a  
difference*

[www.redditchbc.gov.uk](http://www.redditchbc.gov.uk)

**If you have any queries on this Agenda please contact**

**Democratic Services**

**Town Hall, Walter Stranz Square, Redditch, B98 8AH**

**Tel: (01527) 548240**

**e.mail: [sheena.jones@bromsgroveandredditch.gov.uk](mailto:sheena.jones@bromsgroveandredditch.gov.uk)**



# Council

Monday, 22nd February, 2016

7.10 pm

Council Chamber Town Hall

## AGENDA

### Membership

Cllrs: Pattie Hill (Mayor)  
Joe Baker (Deputy Mayor)  
Tom Baker-Price  
Roger Bennett  
Natalie Brookes  
Juliet Brunner  
David Bush  
Michael Chalk  
Greg Chance  
Anita Clayton  
Brandon Clayton  
Matthew Dormer  
John Fisher  
Andrew Fry  
Bill Hartnett  
Gay Hopkins  
Wanda King  
Jane Potter  
Gareth Prosser  
Antonia Pulsford  
Mark Shurmer  
Rachael Smith  
Yvonne Smith  
Paul Swansborough  
Debbie Taylor  
David Thain  
Jennifer Wheeler  
Pat Witherspoon  
Nina Wood-Ford

### 8. Executive Committee - Medium Term Financial Plan and Council Tax Resolution

The report to the Executive Committee meeting on 22<sup>nd</sup> February 2016, immediately prior to this meeting, is attached.  
Copies of this report and enclosure have been circulated to all Councillors when the Executive committee report was published.



**EXECUTIVE COMMITTEE****22<sup>ND</sup> FEBRUARY 2016****MEDIUM TERM FINANCIAL PLAN 2016/17 – 2018/19**

Relevant Portfolio Holder	John Fisher
Portfolio Holder Consulted	Yes
Relevant Head of Service	Jayne Pickering ( Exec Director)
Wards Affected	<b>All</b>
Ward Councillor Consulted	None specific

**1. SUMMARY OF PROPOSALS**

- 1.1 To enable Members to consider revisions to the Medium Term Financial Plan as previously reported to 2<sup>nd</sup> February Executive and to recommend the Council Tax resolutions and Pay Policy for 2016/17.

**2. RECOMMENDATIONS****2.1 The Committee is asked to RECOMMEND ;**

- 2.1.1 **Approval of additional savings of £35k for 2016/17**  
 2.1.2 **Approval of a reduction in release from balances of £100k for 2016/17. The total release from balances is £479k.**  
 2.1.3 **Approval of an increase Council Tax by £5 (2.2%) per Band D equivalent for 2016/17**  
 2.1.4 **Approve the Council Tax resolutions as included at Appendix 3**  
 2.1.5 **Approval of the Pay Policy as attached at Appendix 2**

**3. KEY ISSUES****Financial Implications**

- 3.1 As reported to the Executive on 2<sup>nd</sup> February a balanced budget for 2016/17 had been recommended despite the significant cut in Government Grant funding. This was based on the proposed financial settlement as received in December 2015.
- 3.2 A request was sent by the Leader to appeal the settlement proposed and the final grant allocation was reported to the Council on 9<sup>th</sup> February 2016. This included a transitional grant allocation of £44k for both 2016/17 and 2017/18 to partially offset the impact of the cut in Revenue Support Grant. It is proposed that this funding is used to reduce the amount required from balances to support the budget shortfall in 2016/17.

**EXECUTIVE COMMITTEE****22<sup>ND</sup> FEBRUARY 2016**

- 3.3 In addition all Shire Districts ( and Borough Councils) were given the flexibility to increase Council Tax by £5 per Band D equivalent property without the requirement to hold a referendum. This would be an increase to the residents of the Borough of 2.2% and would be an increase of approximately 0.80p ( per Band D) than the previously estimated 2% increase. The resulting total charge for the Borough services for 2016/17 would be £222.54 which is approximately 14% of the total Council Tax charge for the year. The income generated from the £5 charge would be approximately £20k and it is therefore proposed that this opportunity is taken for 2016/17 and the additional income is used to reduce the amount required from balances to support the budget shortfall in 2016/17.
- 3.4 Officers have also continued to review the budget estimations to ensure that all savings are included in the 2016/17 budgets. Additional income has been identified relating to rental revenue from the Town Hall Creche of £20k and Woodrow Library of £15k. This income is to be added to the budgets for 2016/17 and future years. As with previous additional income above it is proposed that this income is used to reduce the amount required from balances.
- 3.5 Taking into account the above additional revenue received the balances position will be increased from that anticipated when the provisional settlement was published. This will result in balances being over £600k more than the recommended amount.

<b>BALANCES</b>	<b>£m</b>
B/Fwd 1.4.2015	2.005
Use in 2015/16 ( per previous approvals)	0.150
Release of Balances to support 2016/17 Budget	0.479
<b>REMAINING BALANCES</b>	<b>1.376</b>

- 3.7 It is assumed that further detailed information will be made available in the Summer in relation to the Business Rates Retention Scheme and this will be brought to members attention once it is published.
- 3.8 Members will also be aware that the Government are looking to reduce the funding for New Homes Bonus and have released a consultation paper to enable Councils to identify any concerns or identify alternatives to the proposed changes. The consultation is due back to Government on 10<sup>th</sup> March and will be sent to all Members for information prior to this deadline.

REDDITCH BOROUGH COUNCIL**EXECUTIVE COMMITTEE****22<sup>ND</sup> FEBRUARY 2016**

3.9 A number of Capital Schemes were proposed for recommendation in the report to Executive on 2<sup>nd</sup> February. For Members information the full Capital Programme ( to include the bids proposed ) is attached at Appendix 1.

3.10 The following table shows the final recommended budget for 2016/17 to include the transitional grant , Council Tax increase to £5 and the additional income identified.

	2016-17 £000	2017-18 £000	2018-19 £000
Departmental Expenditure (Starting Position)	10,717	10,800	10,800
Incremental Progression/Inflation on Utilities	10	221	559
Unavoidables	305	364	370
Revenue Bids/Revenue impact of capital bids	10	10	10
Savings and Additional income	-654	-557	-566
<b>Net Service Expenditure</b>	<b>10,389</b>	<b>10,838</b>	<b>11,174</b>
Investment Income	-494	-494	-495
Cost of Borrowing	835	1,014	994
Recharge to Capital Programme	-505	-505	-505
<b>Net Operating Expenditure</b>	<b>10,225</b>	<b>10,853</b>	<b>11,168</b>
Revenue Support Grant	-901	-363	-35
Transitional Grant	-44	-44	0
Business Rates Retention (Baseline Funding)	-2,020	-2,059	-2,120
New Homes Bonus	-1,126	-1,154	-695
Collection Fund Surplus (Council Tax)	-104	0	0
Council Tax	-5,594	-5,745	-5,952
Other Grants	-16	0	0
Admin Subsidy Grant Reduction	101	127	167
Business Rates Growth	-50	-50	-50
Parish Precept	8	8	8
Transfer from Balances	-479	0	0
<b>Funding Total</b>	<b>-10,225</b>	<b>-9,281</b>	<b>-8,678</b>
<b>Shortfall</b>	<b>-0</b>	<b>1,572</b>	<b>2,490</b>

**Service / Operational Implications**

3.11 The pressures as identified will ensure that services are delivered to the community. The additional cuts to RSG will need to be addressed to ensure that quality of service provision is maintained in the Borough.

## EXECUTIVE COMMITTEE

22<sup>ND</sup> FEBRUARY 2016

---

Legal Implications

3.12 There are a number of requirements that the Council's Section 151 Officer (the Council's designated Senior Finance Officer) has to include in the budget report. These are set out below, together with S.151 comments on each of the issues:

- a) The level and use of reserves to be formally determined by the Council must be informed by the judgement and advice of the Chief Financial Officer (CFO).

*Section 151 Officer's comments: Review of general fund balances included above in report (3.5).*

- b) The CFO to report the factors that have influenced his/her judgement in the context of the key financial assumptions underpinning the budget, and ensure that his/her advice is formally recorded. Where that advice is not accepted, this should be formally recorded in the minutes of the meeting.

*Section 151 Officer's comments: The main assumptions included in the calculation of the budget are included within the report. The budget updates and considerations at previous Committee meetings have been formally recorded.*

- c) The report should include a statement showing the estimated opening balance on general fund reserves for the year ahead, any contribution to/from the fund, and the estimated closing balance.

*Section 151 Officer's comments: statement included in this report (3.5)*

- d) The report should show the extent to which reserves are financing ongoing expenditure.

*Section 151 Officer's comments: included in this report and that to Executive on 2<sup>nd</sup> February 2016*

- e) The report should include a statement from the CFO on the adequacy of general reserves and provisions both for the forthcoming year and in the context of the medium term financial plan.

*Section 151 Officer Comments: the Council holds adequate reserves to manage future liability and financial constraints as detailed in the report to Exec on 2<sup>nd</sup> February.*



**EXECUTIVE COMMITTEE****22<sup>ND</sup> FEBRUARY 2016**

---

- f) The report should include a statement on the annual review of earmarked reserves showing:
  - i) list of earmarked reserves
  - ii) purpose of reserve
  - iii) advice on appropriate levels
  - iv) estimated opening / closing balances
  - v) planned additions / withdrawals.

*Section 151 Officer's Comments: The current reserves are reported on a regular basis through the financial monitoring reports .*

**Customer / Equalities and Diversity Implications**

- 3.13 Undertaking a comprehensive review of the financial cost and the value of the demand on all the Councils services will ensure that all customers needs will be identified to enable members to make informed and considered judgements about the budget over the financial plan.

**4. RISK MANAGEMENT**

- 4.1 To mitigate the risks associated with the financial pressures facing the Authority regular monitoring reports are presented to both officers and Members to enable proactive action being undertaken to address any areas of concern.

**5. APPENDICES**

Appendix 1 – Capital Programme  
Appendix 2 – Pay Policy 2016/17  
Appendix 3 – Council Tax Resolutions

**AUTHOR OF REPORT**

Name: Jayne Pickering – Exec Director Finance and Resources

E Mail: [j.pickering@bromsgroveandredditch.gov.uk](mailto:j.pickering@bromsgroveandredditch.gov.uk)

Tel: 01527-881400



## RBC Capital Programme 2016/17 to 2018/19 - GENERAL FUND

Includes Current Approved Programme and Bids for 2016/17-2018/19

Description	Service	Funding	2016/17			2017/18			2018/19		
			Previously Approved 2016/17	2016/17 Bids Requeste	2016/17 Total	Previously Approved 2017/18	2017/18 Bids Requeste	2017/18 Total	Previously Approved 2018/19	2018/19 Bids Requested	2018/19 Total
			£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
PSN Compliance	Business Transformation	borrowing/capital receipts	10	0	10	30	0	30	0	0	0
SAN (storage network area)	Business Transformation	borrowing/capital receipts	40	0	40	50	0	50	0	0	0
New cisco Lan	Business Transformation	borrowing/capital receipts	0	0	0	0	0	0	50	0	50
Replace back up solution	Business Transformation	revenue	0	50	50	0	0	0	0	0	0
Public Building	CAFS	borrowing/capital receipts	250	0	250	250	0	250	0	250	250
GF Asbestos	CAFS	borrowing/capital receipts	40	0	40	40	0	40	0	40	40
Upgrade hardwired lifeline schemes	Community Services	borrowing/capital receipts	31	0	31	35	0	35	0	0	0
Home Repairs Assistance	Community Services	borrowing/capital receipts	100	0	100	100	0	100	0	100	100
Disabled Facilities Grant	Community Services	DFG grant ( £360k) / borrowing (£160k)	521	0	521	521	0	521	0	521	521
Camera Replacement programme	Community Services	borrowing/capital receipts	0	55	55	0	0	0	0	0	0
Vehicle Purchase - Cleansing	Environmental Services	borrowing/capital receipts	477	165	642	193	0	193	0	1,138	1,138
Crematorium Enhancement	Environmental Services	borrowing/capital receipts	0	200	200	0	0	0	0	0	0
Locality Capital Projects	Environmental Services	borrowing/capital receipts	200	0	200	200	0	200	200	0	200
Car Parking Enhancements	Environmental Services	borrowing/capital receipts	0	200	0	0	200	200	0	200	0
Flood alleviation	Environmental Services	borrowing/capital receipts	0	45	45	0	0	0	0	0	0
maintenance of Proctor Barn Lane Kerb/Passing place	Environmental Services	borrowing/capital receipts	0	40	40	0	0	0	0	0	0
Replacement Gym Equipment	Leisure & Cultural Services	borrowing/capital receipts	0	85	85	0	0	0	0	0	0
Mitigations arising from Water Risk Assessment	Leisure & Cultural Services	borrowing/capital receipts	0	10	10	0	0	0	0	0	0

<b>TOTAL BORROWING / CAPITAL RECEIPTS</b>			<b>1,669</b>	<b>850</b>	<b>2,319</b>	<b>1,419</b>	<b>200</b>	<b>1,619</b>	<b>250</b>	<b>2,249</b>	<b>2,299</b>
Installation of Driving Range	Leisure & Cultural Services	s106	0	10	10	0	0	0	0	0	0
Regrading of Playing pitches at Terrys Field	Leisure & Cultural Services	s106	0	21	21	0	0	0	0	0	0
Outdoor Gym Astwood Bank	Leisure & Cultural Services	s106	0	9	9	0	0	0	0	0	0
Investment into Health and Fitness Facilities	Leisure & Cultural Services	s106	0	330	330	0	0	0	0	0	0
<b>TOTAL S106</b>			<b>0</b>	<b>370</b>	<b>370</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL PROGRAMME</b>			<b>1,669</b>	<b>1,220</b>	<b>2,689</b>	<b>1,419</b>	<b>200</b>	<b>1,619</b>	<b>250</b>	<b>2,249</b>	<b>2,299</b>

**REDDITCH BOROUGH COUNCIL  
PAY POLICY STATEMENT 2016-17****Introduction and Purpose**

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 authority thinks fit”. This pay policy statement sets out the Council’s approach to pay policy in accordance with the requirements of Section 38 of the Localism Act 2011. It shall apply for the financial year 2016 – 2017 and each subsequent financial year, until amended.
2. 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;
  - a. the methods by which salaries of all employees are determined;
  - b. the detail and level of remuneration of its most senior staff i.e. ‘chief officers’, as defined by the relevant legislation;
  - c. the Committee(s) responsible for ensuring the provisions set out in this statement are applied consistently throughout the Council and for recommending any amendments to the full Council
3. Once approved by the full Council, this policy statement will come into immediate effect and will be subject to review on a minimum of an annual basis, in accordance with the relevant legislation prevailing at that time.

**Legislative Framework**

4. In determining the pay and remuneration of all of its employees, the Council will comply with all relevant employment legislation. This includes the Equality Act 2010, Part Time Employment (Prevention of Less Favorable Treatment) Regulations 2000, The Agency Workers Regulations 2010 and where relevant, the Transfer of Undertakings (Protection of Earnings) Regulations. With regard to the equal pay requirements contained within the Equality Act, the Council ensures there is no pay discrimination within its pay structures and that all pay differentials can be objectively justified through the use of equality proofed Job Evaluation mechanisms. These directly relate salaries to the requirements, demands and responsibilities of the role.

**Pay Structure**

5. The Council’s current pay and grading structure comprises grades 1 – 6, S01 – S02, and M01 – M04. There are also grades for Managers 1 - 4, Head of Service 2, Head of Service 1, Director, Executive Director, Deputy Chief Executive and Chief Executive; all of which arise from the introduction of shared services with Bromsgrove District Council and which specifically accommodate the joint management team for shared services.
6. Within every grade there are a number of salary / pay points (spinal column points). Up to and including spinal column point 49 (at scale M04) the Council uses the nationally negotiated pay spine. Salary points above this are locally determined. This current complete pay structure is set out below.

Grade	Spinal Column Points		Nationally determined rates	
			Minimum £	Maximum £
1	5	11	13,500	15,207
2	11	13	15,207	15,941
3	14	17	16,231	17,372
4	18	21	17,714	19,742
5	22	25	20,253	22,212
6	26	28	22,937	24,472
SO1	29	31	25,440	27,123
SO2	32	34	27,924	29,558
MO1	34	37	29,558	31,846
MO2	38	41	32,778	35,662
M03	42	45	36,571	39,267
M04	46	49	40,217	42,957
Manager 1	Hay evaluated	42%	52,521	54,672
Manager 2	Hay evaluated	43.7%	54,672	56,960
Manager 3	Hay evaluated	45.6%	56,960	58,905
Manager 4	Hay evaluated	47.1%	58,905	61,812
Head of Service 2	Hay evaluated	50%	62,475	65,025
Head of Service 1	Hay evaluated	60%	74,970	78,030
Director	Hay evaluated	67%	83,640	86,700

Executive Director	Hay evaluated	72.5%	90,780	94,350
Deputy Chief Executive	Hay evaluated	80%	99,960	102,000
Chief Executive	Hay evaluated		122,500	127,500

7. All Council posts are allocated to a grade based on the application of a Job Evaluation process. Posts on grades 1 – 6, S01 – S02, and M01 – M04 (the majority of employees) are job evaluated under a different scheme to posts on grades Manager 1- 4, Head of Service 2, Head of Service 1, Director, Executive Director, Deputy Chief Executive and Chief Executive. These latter posts are evaluated by an external assessor using the Hay Job Evaluation scheme. This scheme identifies the salary for these posts based on a percentage of Chief Executive salary. Where posts are identified as being potentially too 'large' and 'complex' for the majority scheme, they are double tested under the Hay scheme, and where appropriate, are taken into the Hay scheme to identify levels of pay.
8. In common with the majority of authorities the Council is committed to the Local Government Employers national pay bargaining framework in respect of the national pay spine and annual cost of living increases negotiated with the trade unions.
9. All other pay related allowances are the subject of either nationally or locally negotiated rates, having been determined from time to time in accordance with collective bargaining machinery and/or as determined by Council policy. In determining its grading structure and setting remuneration levels for all posts, the Council takes account of the need to ensure value for money in respect of the use of public expenditure, balanced against the need to recruit and retain employees who are able to meet the requirements of providing high quality services to the community; delivered effectively and efficiently and at all times those services are required.
10. The Council is currently undergoing consultation with the unions to implement a new Job Evaluation scheme, along with a new pay and grading model. This will replace the current majority scheme
11. New appointments will normally be made at the minimum of the relevant grade, although this can be varied where necessary to secure the best candidate. From time to time it may be necessary to take account of the external pay market in order to attract and retain employees with particular experience, skills and capacity. Where necessary, the Council will ensure the requirement for such is objectively justified by reference to clear and transparent evidence of relevant market comparators, using appropriate data sources available from within and outside the local government sector.
12. For staff not on the highest point within the salary scale there is a system of annual progression to the next point on the band, which can be made subject to satisfactory performance.

**Senior Management Remuneration**

13. For the purposes of this statement, senior management means 'chief officers' as defined within S43 of the Localism Act. The posts falling within the statutory definition are set out below, with details of their basic salary as at 1<sup>st</sup> January 2015.

14. Redditch Borough Council is managed by a senior management team who manage shared services across both Redditch Borough and Bromsgrove District Councils. All of the posts listed below have been job evaluated on this basis, with the salary costs for these posts split equally between both Councils excluding the Head of Housing as this post does not provide support to Bromsgrove District Council and is therefore fully charged to Redditch Borough Council.

<b>Title</b>	<b>% of Chief executive salary</b>	<b>Pay range (minimum)</b>	<b>Pay range (maximum)</b>	<b>Incremental points</b>	<b>Cost to Bromsgrove District Council</b>
Chief Executive	100%	£122,500	£127,500	3	£62,500
Director of Leisure, Environment and Community Services. (Also Deputy Chief Executive / Executive Director (Council 'lead officer'))	80%	£99,960	£102,000	3	£50,490
Director of Finance and Resources. (Also section 151 Officer and Council 'lead' officer)	72.5%	90,780	94,350	3	£46,282
Head of Housing Services	50%	62,475	65,025	3	-
Head of Customer Access and Financial Support	60%	74,970	78,030	3	£38,250
Head of Planning and Regeneration	60%	74,970	78,030	3	£38,250



Head of Transformation and Organisational Development	60%	74,970	78,030	3	£38,250
Head of Legal, Equalities and Democratic Services	60%	74,970	78,030	3	£38,250
Head of Environmental Services	60%	74,970	78,030	3	£38,250
Head of Leisure and Cultural Services	60%	74,970	78,030	3	£38,250
Head of Community Services	60%	74,970	78,030	3	£38,250

### Recruitment of Chief Officers

15. The Council's policy and procedures with regard to recruitment of chief officers is set out within the Officer Employment Procedure Rules as set out in the Council's Constitution. When recruiting to all posts the Council will take full and proper account of its own equal opportunities, recruitment and redeployment Policies. The determination of the remuneration to be offered to any newly appointed chief officer will be in accordance with the pay structure and relevant policies in place at the time of recruitment. Where the Council is unable to recruit to a post at the designated grade, it will consider the use of temporary market forces supplements in accordance with its relevant policies.

16. Where the Council remains unable to recruit chief officers under a contract of service, or there is a need for interim support to provide cover for a vacant substantive chief officer post, the Council will, where necessary, consider and utilise engaging individuals under 'contracts for service'. These will be sourced through a relevant procurement process ensuring the council is able to demonstrate the maximum value for money benefits from competition in securing the relevant service. The Council does not currently have any Chief Officers under such arrangements.

### Performance-Related Pay and Bonuses – Chief Officers

17. The Council does not apply any bonuses or performance related pay to its chief officers. Any progression through the incremental scale of the relevant grade is subject to satisfactory performance which is assessed on an annual basis.

### Additions to Salary of Chief Officers (applicable to all staff)

18. In addition to the basic salary for the post, all staff may be eligible for other payments under the Council's existing policies. Some of these payments are chargeable to UK

Income Tax and do not solely constitute reimbursement of expenses incurred in the fulfilment of duties. The list below shows some of the kinds of payments made.

- a. reimbursement of mileage. At the time of preparation of this statement, the Council pays an allowance of 45p per mile for all staff, with additional or alternative payments for carrying passengers or using a bicycle;
- b. professional fees. The Council pays for or reimburses the cost of one practicing certificate fee or membership of a professional organisation provided it is relevant to the post that an employee occupies within the Council.
- c. long service awards. The Council pays staff an additional amount if they have completed 25 years of service.
- d. honoraria, in accordance with the Council's policy on salary and grading. Generally, these may be paid only where a member of staff has performed a role at a higher grade;
- e. fees for returning officer and other electoral duties, such as acting as a presiding officer of a polling station. These are fees which are identified and paid separately for local government elections, elections to the UK Parliament and EU Parliament and other electoral processes such as referenda;
- f. pay protection – where a member of staff is placed in a new post and the grade is below that of their previous post, for example as a result of a restructuring, pay protection at the level of their previous post is paid for the first 12 months. In exceptional circumstance pay protection can be applied for greater than 12 months with the prior approval of the Chief Executive.
- g. market forces supplements in addition to basic salary where identified and paid separately;
- h. salary supplements or additional payments for undertaking additional responsibilities such as shared service provision with another local authority or in respect of joint bodies, where identified and paid separately;
- i. attendance allowances.

### **Payments on Termination**

19. The Council's approach to discretionary payments on termination of employment of chief officers prior to reaching normal retirement age is set out within its policy statement in accordance with Regulations 5 and 6 of the Local Government (Early Termination of Employment) (Discretionary Compensation) Regulations 2006 and Regulations 12 and 13 of the Local Government Pension Scheme (Benefits, Membership and Contribution) Regulations 2007.
20. Any other payments falling outside the provisions or the relevant periods of contractual notice shall be subject to a formal decision made by the full Council or relevant elected members, committee or panel of elected members with delegated authority to approve such payments.
21. Redundancy payments are based upon an employee's actual weekly salary and, in accordance with the Employee Relations Act 1996, will be up to 30 weeks, depending upon length of service and age.

### **Publication**

22. Upon approval by the full Council, this statement will be published on the Council's website. In addition, for senior/statutory posts, the Council's Annual Statement of

Accounts will include a note on Officers Remuneration setting out the total amount of:

- a. Salary, fees or allowances paid to or receivable by the person in the current and previous year;
- b. Any bonuses so paid or receivable by the person in the current and previous year;
- c. Any sums payable by way of expenses allowance that are chargeable to UK income tax;
- d. Any compensation for loss of employment and any other payments connected with termination;
- e. Any benefits received that do not fall within the above.

### Lowest Paid Employees

23. The Council's definition of lowest paid employees is persons employed under a contract of employment with the Council on full time (37 hours) equivalent salaries in accordance with the minimum spinal column point currently in use within the Council's grading structure. As at 1<sup>st</sup> January 2015 this is £13,500 per annum, which relates to the lowest point within the current grading structure. All employees are however paid a minimum of SCP 11 £15,207 which is the national living wage. The grading will be subject to the implementation of the revised job evaluation scheme and pay model.
24. The Council also employs apprentices (or other such categories of workers) who are not included within the definition of 'lowest paid employees' (as they are employed under a special form of employment contract; which is a contract for training rather than actual employment).
25. The relationship between the rate of pay for the lowest paid and chief officers is determined by the processes used for determining pay and grading structures as set out earlier in this policy statement.
26. The statutory guidance under the Localism Act recommends the use of pay multiples as a means of measuring the relationship between pay rates across the workforce and that of senior managers, as included within the Hutton 'Review of Fair Pay in the Public Sector' (2010). The Hutton report was asked by Government to explore the case for a fixed limit on dispersion of pay through a requirement that no public sector manager can earn more than 20 times the lowest paid person in the organisation. The report concluded that "it would not be fair or wise for the Government to impose a single maximum pay multiple across the public sector". The Council accepts the view that the relationship to median earnings is a more relevant measure and the Government's Code of Recommended Practice on Data Transparency recommends the publication of the ratio between highest paid salary and the median average salary of the whole of the authority's workforce.
27. The current pay levels within the Council define the multiple between the lowest paid (full time equivalent) employee and the Chief Executive as [1:12.6] and; between the lowest paid employee and average chief officer as [1:5.8]. The multiple between the median (average) full time equivalent earnings and the [Chief Executive] is [1:6.7] and; between the median (average) full time equivalent earnings and average chief officer is [1:3.8].

28. As part of its overall and ongoing monitoring of alignment with external pay markets, both within and outside the sector, the Council will use available benchmark information as appropriate.

#### **Accountability and Decision Making**

29. In accordance with the Constitution of the Council, the Council is responsible for setting the policy relating to the recruitment, pay, terms and conditions and severance arrangements for employees of the Council. Decisions about individual employees are delegated to the Chief Executive.
30. The Appointments Committee is responsible for recommending to Council matters relating to the appointment of the Head of Paid Service (Chief Executive), Monitoring Officer, Section 151 Officer and Chief Officers as defined on the Local Authorities (Standing Orders) Regulations 2001 (as amended);
31. For the same officers, but excluding the Head of Paid Service, Monitoring Officer and the Chief Finance Officer, the Appointments Committee considers and decides on matters relating to disciplinary action.

REDDITCH BOROUGH COUNCIL  
Council Tax Setting 2016/17

REPORT OF THE EXECUTIVE DIRECTOR FINANCE & RESOURCES

1.0 PURPOSE

To seek approval of the appropriate formal resolutions to determine the levels of Council Tax for Redditch Borough Council for 2016/17. The levels of tax take account of the requirements of Redditch Borough Council, Worcestershire County Council, the Police & Crime Commissioner for West Mercia, Hereford and Worcester Fire & Rescue Authority and Feckenham Parish Council.

2.0 BACKGROUND

The Localism Act 2011 made significant changes to the Local Government Finance Act 1992 and requires the billing authority to calculate a Council Tax requirement for the year, not its budget requirement as previously.

3.0 PRECEPTS AND LEVIES

Details have been received from the various precepting bodies to enable the Council to set the Council Tax for 2016/17. The amounts of the precepts are set out below:

	£
Worcestershire County Council	28,219,978
Police & Crime Commissioner for West Mercia	4,767,493
Hereford & Worcester Fire & Rescue Authority	1,961,249
Redditch Borough Council	5,587,357
Parish precept	8,300
<b>Total</b>	<b>40,544,377</b>

4.0 INFORMATION

It is necessary to formally set Council Tax levels throughout the area for the spending requirements of Redditch Borough Council, Worcestershire County Council, the Police & Crime Commissioner for West Mercia, Hereford and Worcester Fire & Rescue Authority and Feckenham Parish Council. If the Council approves the recommendations set out below the average band D Council Tax in 2016/17 will be £1,634.81, made up as follows:

REDDITCH BOROUGH COUNCIL  
Council Tax Setting 2016/17

Authority	2015/16 £	2016/17 £	Increase %
Redditch Borough Council	217.24	222.21	2.30
Worcestershire County Council	1,079.77	1,122.31	3.94
Police & Crime Commissioner for West Mercia	185.90	189.60	1.99
Hereford & Worcester Fire & Rescue	76.50	78.00	1.96
Feckenham Parish Council	22.86	22.69	-0.74
<b>Total Council Tax</b>	<b>1,582.24</b>	<b>1,634.81</b>	<b>3.32</b>

The % increases all relate to the change from current year levels.

The necessary formal resolutions are set out below.

**The Council is recommended to resolve as follows:**

1. that it be noted at its meeting on 12th January 2016, the Executive Committee calculated the Council Tax Base 2016/17
  - (a) for the whole Council area as 25,144.49 [Item T in the formula in Section 31B of the Local Government Act 1992, as amended (the "Act")]; and
  - (b) for dwellings in those parts of its area to which a Parish precept relates; this being Feckenham Parish as 365.88.
  
2. Calculate the Council Tax requirement for the Council's own purposes for 2016/17 (excluding Parish precepts) is **£5,587,357**.
  
3. That the following amounts be calculated for the year 2015/16 in accordance with sections 31 to 36 of the Act:
  - (a) £59,466,364 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A (2) of the Act (taking into account all precepts issued to it by Parish Councils) (*i.e. Gross expenditure*)

REDDITCH BOROUGH COUNCIL  
Council Tax Setting 2016/17

- (b) £53,870,707 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A (3) of the Act. (*i.e. Gross income*)
- (c) £5,595,657 being the amount by which the aggregate of 3 (a) above exceeds the aggregate at 3 (b) above, calculated by the Council, in accordance with Section 31A (4) of the Act, as its Council Tax requirement for the year. (Item R in the formula in Section 31B of the Act).
- (d) £222.54 being the amount at 3 (c) above (Item R), all divided by Item T (1(a) above), calculated by the Council, in accordance with Section 31B of the Act, as the basic amount of its Council Tax for the year (including Parish precepts).
- (e) £8,300 being the aggregate amount of all special items (Feckenham Parish precept) referred to in Section 34 (1) of the Act.
- (f) £222.21 being the amount at 3 (d) above less the result given by dividing the amount at 3 (e) above by Item T (1 (a) above), calculated by the Council, in accordance with Section 34 (2) of the Act, as the basic amount of its Council Tax for the year for dwellings in those parts of its area to which no Parish precept relates.
- (g) £244.90 being the amount given by adding to the amount at 3(f), the amount of the special item relating to the Parish of Feckenham 3(e), divided by the amount in 1(b) above.
- (h) The amounts below given by multiplying the amounts at 3(f) and 3(g) above by the number which, in the proportion set out in Section 5(1) of the Act, is applicable to dwellings listed in a particular valuation band, divided by the number which in that proportion is applicable to dwellings listed in Band D, calculated by the Council, in accordance with Section 36(1) of the Act, as the amounts to be taken into account for the year in respect of categories of dwelling listed in different valuation bands.

REDDITCH BOROUGH COUNCIL  
Council Tax Setting 2016/17

Valuation Band	Proportion of Band D tax paid	Parish of Feckenham £	All other parts of the Council's area £
A	6/9	163.27	148.14
B	7/9	190.48	172.83
C	8/9	217.69	197.52
D	1	244.90	222.21
E	11/9	299.32	271.59
F	13/9	353.74	320.97
G	15/9	408.17	370.35
H	18/9	489.80	444.42

4. It be noted that for the year 2016/17, Worcestershire County Council, Police & Crime Commissioner for West Mercia and Hereford and Worcester Fire and Rescue Authority have issued precepts to the Council in accordance with Section 40 of the Local Government Finance Act 1992 for each category of dwelling in the Council's area as indicated below:

	Valuation Bands							
	A	B	C	D	E	F	G	H
	£	£	£	£	£	£	£	£
Worcestershire County Council	748.21	872.91	997.61	<b>1,122.31</b>	1,371.72	1,621.12	1,870.52	2,244.63
Police & Crime Commissioner for West Mercia	126.40	147.47	168.54	<b>189.60</b>	231.74	273.87	316.01	379.21
Hereford and Worcester Fire and Rescue Authority	52.00	60.67	69.33	<b>78.00</b>	95.33	112.67	130.00	156.00

5. Having calculated the aggregate in each case of the amounts at 4(h) and 5 above, that Redditch Borough Council in accordance with Sections 30 and 36 of the Local Government Finance Act 1992 hereby sets the amounts shown below as the amounts of Council Tax for 2016/17 for each part of its area and for each of the categories of dwellings:



REDDITCH BOROUGH COUNCIL  
Council Tax Setting 2016/17

Valuation Band	Proportion of Band D tax paid	Parish of Feckenham £	All other parts of the Council's area £
A	6/9	1,089.88	1,074.75
B	7/9	1,271.53	1,253.88
C	8/9	1,453.17	1,433.00
D	1	1,634.81	1,612.12
E	11/9	1,998.11	1,970.38
F	13/9	2,361.40	2,328.63
G	15/9	2,724.70	2,686.88
H	18/9	3,269.64	3,224.26

6. That the Executive Director Finance & Resources be authorised to make payments under Section 90(2) of the Local Government Finance Act 1988 from the Collection Fund by ten equal instalments between April 2016 to March 2017 as detailed below:

	Precept £	Surplus on Collection Fund £	Total to pay £
Worcestershire County Council	28,219,978	516,402	28,736,380
Police & Crime Commissioner for West Mercia	4,767,493	88,909	4,856,402
Hereford & Worcester Fire	1,961,249	36,585	1,997,834

7. That the Executive Director Finance & Resources be authorised to make transfers under Section 97 of the Local Government Finance Act 1988 from the Collection Fund to the General Fund the sum of £5,595,655 being the Council's own demand on the Collection Fund (£5,587,355) and Parish Precept (£8,300) and the distribution of the Surplus on the Collection Fund (£104,039).
8. That the Executive Director Finance & Resources be authorised to make payments from the General Fund to Feckenham Parish Council the sums listed above (£8,300) by instalment on 1 April 2016 in respect of the precept levied on the Council.

REDDITCH BOROUGH COUNCIL  
Council Tax Setting 2016/17

9. That the above resolutions 3 to 5 be signed by the Chief Executive for use in legal proceedings in the Magistrates Court for the recovery of unpaid Council Taxes.
10. Notices of the making of the said Council Taxes signed by the Chief Executive are given by advertisement in the local press under Section 38(2) of the Local Government Finance Act 1992.