

# The Council Meeting

Council Chamber, Town Hall  
21 March 2012 at 6.00pm

# Information for Members of the Public

## Access to information and meetings

You have the right to attend all meetings of the Council, its Committees and Cabinet. You also have the right to see the agenda, which is usually published 5 working days before the meeting, and minutes once they are published. Dates of the meetings are available at [www.colchester.gov.uk](http://www.colchester.gov.uk) or from Democratic Services.

## Have Your Say!

The Council values contributions from members of the public. Under the Council's Have Your Say! policy you can ask questions or express a view to meetings, with the exception of Standards Committee meetings. If you wish to speak at a meeting or wish to find out more, please refer to Attending Meetings and "Have Your Say" at [www.colchester.gov.uk](http://www.colchester.gov.uk)

## Private Sessions

Occasionally meetings will need to discuss issues in private. This can only happen on a limited range of issues, which are set by law. When a committee does so, you will be asked to leave the meeting.

## Mobile phones, pagers, cameras, audio recorders

Please ensure that all mobile phones and pagers are turned off or switched to silent before the meeting begins and note that photography or audio recording is not permitted.

## Access

There is wheelchair access to the Town Hall from St Runwald Street. There is an induction loop in all the meeting rooms. If you need help with reading or understanding this document please take it to Angel Court Council offices, High Street, Colchester or telephone (01206) 282222 or textphone 18001 followed by the full number that you wish to call and we will try to provide a reading service, translation or other formats you may need.

## Facilities

Toilets with lift access, if required, are located on each floor of the Town Hall. A vending machine selling hot and cold drinks is located on the ground floor.

## Evacuation Procedures

Evacuate the building using the nearest available exit. Make your way to the assembly area in the car park in St Runwald Street behind the Town Hall. Do not re-enter the building until the Town Hall staff advise you that it is safe to do so.

Colchester Borough Council, Angel Court, High Street, Colchester  
telephone (01206) 282222 or textphone 18001 followed by the full number you wish  
to call

e-mail: [democratic.services@colchester.gov.uk](mailto:democratic.services@colchester.gov.uk)

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

# COLCHESTER BOROUGH COUNCIL

**TO ALL MEMBERS OF THE COUNCIL**

15 March 2012

You are hereby summoned to attend a meeting of the Council to be held at the Council Chamber, Town Hall on **21 March 2012 at 6:00pm** for the transaction of the business stated below.



**Chief Executive**

## AGENDA

Please note that the business may be subject to short breaks at approximately 90 minute intervals.

### **Pages**

#### **1. Welcome and Announcements**

(a) The Mayor to welcome members of the public and Councillors and to invite the Chaplain to address the meeting. The Mayor to remind all speakers of the requirement for microphones to be used at all times.

(b) At the Mayor's discretion, to announce information on:

- action in the event of an emergency;
- mobile phones switched to off or to silent;
- location of toilets;
- introduction of members of the meeting.

#### **2. Have Your Say!**

(a) The Mayor to ask members of the public to indicate if they wish to ask a question, make a statement or present a petition on any matter relating to the business of the Council – either on an item on the agenda for this meeting or on a general matter not on this agenda

(Council Procedure Rule 6(2)).

(b) The Mayor to invite contributions from members of the public who wish to address the Council on a general matter not on this agenda.

(Note: A period of up to 15 minutes is available for general statements and questions under 'Have Your Say!').

### **3. Minutes**

**1 - 8**

A... Motion that the minutes of the meeting held on 22 February 2012 be confirmed as a correct record.

### **4. Mayor's Announcements**

Mayor's Announcements (if any) and matters arising pursuant to Council Procedure Rule 8(3).

### **5. Personal Interests of Members**

Disclosures by Members under Council Procedure Rule 9(3) to 9(9) (if any).

### **6. Prejudicial Interests of Members**

Disclosures by Members under Council Procedure Rules 9(10) and 9(11) (if any).

(Note: Members should only declare personal and/or prejudicial interests on items that are to be considered at the meeting).

### **7. Items (if any) referred under the Call-in Procedure**

To consider any items referred by the Strategic Overview and Scrutiny Panel or the Finance and Audit Scrutiny Panel under the Call-In Procedure because they are considered to be contrary to the policy framework of the Council or contrary to, or not wholly in accordance with the budget.

### **8. Recommendations of the Cabinet, Panels and Committees**

#### **i. Capital Programme**

**9**

B... Motion that the recommendation contained in minute 78 of the Cabinet meeting of 14 March 2012 be approved and adopted.

#### **ii. Officer Pay Policy**

**10**

C... Motion that the recommendation contained in minute 80 of the Cabinet meeting of 14 March 2012 be approved and adopted.

## **9. Notices of Motion pursuant to Council Procedure Rule 11**

### **i. Renaming of Harbour Ward**

D... Motion that this Council:

(i) agrees to carry out a consultation with local residents to rename Harbour ward as Old Heath ward;

(ii) believes that giving this area its historic name would be in the interests of the Borough and in line with local public opinion;

(iii) agrees to carry out the consultation in a cost-effective and timely fashion.

As the motion relates to a non-executive function, it will be debated and determined at the Council meeting.

### **ii. Waste Disposal**

Proposer: Councillor Spyvee

Motion that this Council:-

1. Reaffirms its opposition to the PFI-funded contract which Essex County Council is currently negotiating as the centrepiece of its proposed Waste Strategy;

2. Deplores Essex County Council's action in announcing a preferred bidder for the contract in January while public consultation on the Waste Development Document was still going on;

3. Notes that the House of Commons all-party Treasury Select Committee's warning in July 2011 that PFI projects do not give the taxpayer good value for money in view of the high cost of private sector borrowing compared with public sector financing in the current financial crisis;

4. Believes that:

(i) The people of Essex want to deal with waste on the principle of Reduce, Re-use, Recycle with green solutions to the disposal of residual waste;

(ii) New technology is likely over time to enable us to move

ever closer to the goal of zero waste;

(iii) The contract being negotiated will lock Essex into a 25 year obligation to use technology that is likely to be obsolete within a few years;

(iv) Essex County Council should not be committed to importing waste from outside the County;

(v) The proposed MBT plant will lead to heavy lorry traffic from all parts of the County.

5. Therefore calls on Essex County Council as waste disposal authority for Colchester to;

(i) Put the current negotiations on hold;

(ii) Urgently reconsider whether the PFI basis of finance is suitable and whether the use of new powers under the Localism Act would be preferable;

(iii) Ensure that any contract signed should be on terms that allows cancellation at intervals of not more than five years and avoids a commitment to provide a minimum level of waste to an MBT plant with no incentive to improve recycling rates.

As the Motion relates to a non-executive function, it will be debated and determined at the Council meeting.

## **10. Questions to Cabinet Members and Chairmen pursuant to Council Procedure Rule 10**

To receive and answer pre-notified questions in accordance with Council Procedure Rule 10(1) followed by any oral questions (ie not submitted in advance) in accordance with Council Procedure Rule 10 (3).

(Note: A period of up to 60 minutes is available for pre-notified questions and oral questions by Members of the Council to Cabinet Members and Chairmen (or in their absence, Deputy Chairmen)).

At the time of the publication of the Summons, no such questions had been received.

## **11. Schedules of Decisions taken by Portfolio Holders**

**11 - 14**

To note schedules covering the period 9 February 2012 - 7 March 2012.

## **12. Reports Referred to in Recommendations**

**15 - 31**

The reports specified below are submitted for information and are referred to in the recommendations specified in item on the agenda:

Capital Programme: Report to Cabinet 14 March 2012  
Officer Pay Policy: Report to Cabinet 14 March 2012

## **13. Urgent items**

To consider any business not specified in this summons which by reason of special circumstances the Mayor determines should be considered at the meeting as a matter of urgency.

## **14. Exclusion of the Public**

In accordance with Section 100A(4) of the Local Government Act 1972 to exclude the public, including the press, from the meeting so that any items containing exempt information (for example confidential personal, financial or legal advice), in Part B of this agenda (printed on yellow paper) can be decided. (Exempt information is defined in Section 100I and Schedule 12A of the Local Government Act 1972).





# COUNCIL

## 22 FEBRUARY 2012

*Present :-* Councillor Helen Chuah (the Mayor) (Chairman)  
Councillors Christopher Arnold, Nick Barlow,  
Lyn Barton, Kevin Bentley, Mary Blandon,  
Elizabeth Blundell, John Bouckley, Nigel Chapman,  
Peter Chillingworth, Barrie Cook, Nick Cope, Mark Cory,  
Beverly Davies, Tina Dopson, John Elliott, Andrew Ellis,  
Margaret Fairley-Crowe, Annie Feltham, Stephen Ford,  
Bill Frame, Ray Gamble, Scott Greenhill, Mike Hardy,  
Marcus Harrington, Dave Harris, Peter Higgins,  
Theresa Higgins, Mike Hogg, Martin Hunt (Deputy  
Leader) , John Jowers, Margaret Kimberley,  
Sonia Lewis, Michael Lilley, Sue Lissimore,  
Jackie Maclean, Jon Manning, Richard Martin,  
Colin Mudie, Kim Naish, Nigel Offen, Beverley Oxford,  
Gerard Oxford, Philip Oxford, Will Quince, Lesley Scott-  
Boutell, Paul Smith, Henry Spyvee, Terry Sutton,  
Colin Sykes, Laura Sykes, Anne Turrell (Leader of the  
Council) , Dennis Willetts, Julie Young and Tim Young

Councillor Scott-Boutell left the meeting during the item at minute 49.

The meeting was opened with prayers by the Mayor's Chaplain, the Reverend Mark Thompson.

### **45. Minutes**

The minutes of the meeting held on 8 December 2011 were confirmed as a correct record.

### **46. Have Your Say!**

Bobby Hunt addressed the Council pursuant to the provisions of Council Procedure Rule 6(1) about the closure of Joyce Brooks House. As residents of Council accommodation, residents of Joyce Brooks House had a right to expect to live there for the rest of their lives. By changing the rules the Council had breached this right. Whilst the building was being marketed with vacant possession, he asserted that he would not be forced to leave. He understood that a growing number of Councillors were opposed to the decision to close Joyce Brooks House. He believed that the Council would be able to debate the matter six months after the decision to close Joyce Brooks House was made and asked Council to guarantee that it would debate the matter after 12 April 2012.

Roger Buston addressed the Council pursuant to the provisions of Council Procedure Rule 6(1) on behalf of residents of Joyce Brooks House. He expressed concern that

the building was currently being marketed by estate agents and believed that this could be interpreted as a breach of the undertaking the Council had given to stay proceedings whilst attempts were made to resolve the matter. This could be interpreted as contempt of court and he believed the Council was legally exposed on this matter. The Council's actions were aggressive and insensitive and it was inappropriate for elderly residents to be treated in such a way.

Tim Oxtan addressed the Council pursuant to the provisions of Council Procedure Rule 6(1) to express his concern at the running of the Council and in particular the following issues:-

- the closure of Joyce Brooks House;
- the relocation of the bus station. Given the statement of the Headteacher at St Thomas More's school, he considered that there was now no need for the bus station to be moved from its current site;
- the proposed sale of the tennis courts at Eudo Road.

Nick Simpson addressed the Council pursuant to the provisions of Council Procedure Rule 6(1) to express his concern about the impact of the closure of Joyce Brooks House and how the Council might be portrayed in national media as a consequence. He believed that there was an ideological thrust behind cuts to frontline services and that the Council was happy to continue to impose cuts.

Councillor Tim Young, Portfolio Holder for Housing and Community Safety, responded to the comments made about Joyce Brooks House to confirm that the judicial review had not been granted, but that the proceedings had been stayed for a period of three months. The Council was confident of its legal position. There was no threat to other sheltered housing schemes other than Joyce Brooks House and Abbeygate House. The Council was seeking to improve the services it provided to residents of its social housing and had the right to move residents to better quality accommodation.

## **47. Mayor's Announcements**

The Mayor made the following announcements:-

- On 6th February the Mayor had been very privileged to mark the 60th anniversary of the accession to the Throne of Queen Elizabeth II by planting a Diamond Jubilee Oak in Castle Park. The Mayor expressed her gratitude to all those who attended and to Bob Penny and Ian Baalham for organising the event.
- The Mayor had attended a civic ceremony to mark the retirement of Tom Fleetwood, Commander of Colchester Garrison, and to welcome Mike Newman as the new Commander.
- The Mayor offered her congratulations to Tony Rich who had been granted an honorary degree by the University of Essex.
- Colchester Filmmakers Club would be hosting an evening of film in the Mayoral

Suite on 1 March 2012. The programme would feature 'The Changing Face of Colchester' and also a short film about the Mayor's journey to the town.

- The Mayor would be hosting a Malaysian Cultural Evening in the Moot Hall on 2 March 2012 with all proceeds going to the Mayor's Charity Fund.
- On 10 March 2012 Phoenix Home would be holding a Grand Dance and Buffet at Stanway Village Hall, with live music by 'Smaart and on the 15th March 2012 Brian Piccolo's 'Couture Evening' would be held in the Mayoral Suite.
- The Teddy Bear's Concert had been re-scheduled, due to the snow, on 18 March 2012 at 2.45pm in the Moot Hall.

#### **48. Suspension of Procedure Rules**

*RESOLVED* that Council Procedure Rules 14(3) and 14(13) be suspended for the following item only to allow a nominated member of each political group to speak untimed and to allow Councillors to speak more than once during the debate on the motion and amendment.

#### **49. 2012-13 General Fund Revenue Budget, Capital Programme and Medium Term Financial Forecast**

Andy Abbott addressed the Council pursuant to the provisions of Council Procedure Rule 6(1). When the budget for 2011/12 had been set, the Council had promised to protect frontline services. However in reality services, particularly to elderly residents, had been cut with the future of Abbots Activity Centre in doubt, the sale of Joyce Brooks House and Abbeygate House for financial reasons and five other sheltered housing schemes under review. Whilst there was increasing demand for services for the elderly, these services were being cut. Sports and leisure services were now under threat and the Council was seeking to make a quick profit by selling tennis courts.

Rafe Piggott addressed the Council pursuant to the provisions of Council Procedure Rule 6(1). When setting the budget for this year, Councillors had claimed that cuts imposed would be "pain free" but this had not been the case for residents of Joyce Brooks House or the users of the Abbots Activity Centre. Councillors should not attempt to repeat this claim. Events in Greece showed what could happen when confidence was lost in the political classes. Councillors needed to exercise their conscience and try and fight the cuts.

It was PROPOSED by Councillor Turrell, Leader of the Council and Portfolio Holder for Strategy and Performance, that the recommendations in minute 54 of the Cabinet's meeting of 25 January 2012 and the recommendations contained in the Head of Resource Management's report entitled "Precept and Council Tax Levels 2012/13" be approved and adopted. Councillor T. Young, Portfolio Holder for Housing and Community Safety, Councillor Barton, Portfolio Holder for Renaissance, Councillor

Dopson, Portfolio Holder for Communities and Diversity, Councillor Barlow, Portfolio Holder for Economic Development and Sustainability, Councillor B. Oxford, Portfolio Holder for Customers, Councillor Hunt, Portfolio Holder for Street and Waste Services and Councillor Smith, Portfolio Holder for Resources and Heritage spoke in support of the proposal.

A MAIN AMENDMENT was PROPOSED by Councillor Bentley as follows:-

"That the recommendations contained in minute 54 of the Cabinet meeting of 25 January 2012 and the recommendations contained in the Head of Resource Management's report entitled "Precept and Council Tax Levels 2012-2013" be approved and adopted, subject to the necessary amendments to give effect to the following measures which when taken together are cost neutral :-

1. That the Medium Term Financial Forecast is amended to limit the Council's Tax increases to zero % for the next two years, in line with Government Policy.
2. Financial savings of £27,000 are made by reducing the number of portfolio holders by two, and by freezing Councillors' allowances for 5 years.
3. Financial provision of £90,000 is made to restore a sense of civic pride to the Town Centre by using existing legislation to take action against any absentee owners or landlords who allow buildings to become derelict or an eyesore in the Town Centre, by increasing surveillance of trouble-spots by CCTV, and by extra street cleaning in the Town Centre.
4. Financial provision of £10,000 is made to better regulate the Night-time economy in the Town Centre, enabling licensing powers to be more effectively deployed to help control anti-social behaviour and heavy drinking with a "Zero Tolerance" policy, and seeking contributions from the night-time economy and fast food outlets for the clean-up of the mess their customers cause.
5. Financial provision of £320,000 is made to fund a feasibility study into the promotion of a proper bus/coach station to be provided in St Johns Street by a consortium of partners, using the template of the Chelmsford Bus Station, which includes information boards, coffee shop, loos, and seating.
6. Financial provision of £5000 is made to start an otherwise self-financing/sponsored "Bicycle loan" facility at the Rail stations, the Bus Station, and all Town Centre car parks.
7. Financial provision of £12,000 is made to re-introduce free parking in the Town Centre on Sundays, and to fund a study into rebalancing tariffs and using the planning system to increase the parking capacity on the periphery of the town centre on all days of the week.
8. Financial provision of £200,000 is made to further accelerate the restoration and preservation of Colchester's Roman heritage, including the lighting of the walls, marketed by a reinvigorated tourism promotion team.

9. That a further financial provision of £20,000 is made, in addition to that proposed by Cabinet, for review of the LDF to explore why the provision of infrastructure in the town continues to lag considerably behind the provision of housing.

10. Financial provision of £200,000 is made to commence reinstating the revenue support grants for Parish Councils and that Neighbourhood/Parish Councils are actively promoted in all wards of the Borough that are currently without, so that all wards can participate directly in the localism agenda.

11. Financial provision of £100,000 is made to increase the Council's funding of the Colchester Citizens' Advice Bureau, which is a vital service and is currently amongst the poorest funded in Essex.

12. Financial provision of £1,100,000 is made to increase recycling by commencing the roll-out throughout the whole Borough of a weekly kerbside waste collection that incorporates collection of segregated Food Waste, complemented by supplying bags for remaining recyclables that do not fall apart in normal use.

13. Financial savings of £150,000 are made by signing the Essex County Municipal Waste Agreement to ensure Colchester regains its recycling record by actively participating in improvement in the efficiency of recycling and in the collection of household waste.

14. Financial savings of £680,000 are made by moving from direct service provision to a commissioning authority, replacing the current old fashioned, outdated and costly structure with more efficient service delivery models.

15. Financial savings of £500,000 are made by delivering services in conjunction with other local authorities and statutory service providers to make savings, eliminate doubling-up on service provision, and by marketing Colchester's expertise where the Council is the most efficient provider.

16. Financial savings of £250,000 are made by adopting a management structure and organisation more typical of a private business of the size of Colchester Borough Council, reducing the number of tiers in the Council Staff Structure and reducing the ratio of managers to service-providers.

17. Financial savings of £450,000 are made by placing the Council's Sports and Leisure operations into a Trust, but retaining the long-term title to the assets. "

Councillor Willetts, Councillor Quince, Councillor Lissimore, Councillor Ellis, Councillor Chapman and Councillor Chillingworth spoke in support of the amendment.

Pursuant to the provisions of Council Procedure Rule 14(11) Councillor Turrell indicated that the MAIN AMENDMENT was not accepted.

On being put to the vote, the MAIN AMENDMENT was LOST (MAJORITY VOTED AGAINST).

The SUBSTANTIVE MOTION was thereupon put and CARRIED (MAJORITY VOTED

FOR).

#### **50. Treasury Management Strategy Statement**

*RESOLVED* that the recommendations contained in minute 55 of the Cabinet's meeting of 25 January 2012 be approved and adopted (MAJORITY voted FOR).

#### **51. Strategic Plan 2012-2015**

*RESOLVED* that the recommendation contained in minute 56 of the Cabinet's meeting of 25 January 2012 be approved and adopted (MAJORITY voted FOR).

#### **52. Review of Ethical and Corporate Governance Arrangements**

*RESOLVED* that the recommendation in minute 59 of the Cabinet's meeting of 25 January 2012 be approved and adopted (MAJORITY voted FOR).

**Councillor Bill Frame (in respect of in respect of his position as Chairman of Colne Housing) declared a personal interest in the following item pursuant to the provisions of Meetings General Procedure Rule 7(3)**

#### **53. Questions to Cabinet Members and Chairmen pursuant to Council Procedure Rule 10**

<b>Questioner</b>	<b>Subject</b>	<b>Response</b>
-------------------	----------------	-----------------

**Verbal Questions**

Councillor Davies	Whether the Portfolio Holder for Economic Development and Sustainability would be entering the government's competition to win funding towards the revival of High Streets, inspired by Mary Portas' report on this issue
-------------------	---

Direct verbal response given by the Portfolio Holder for Economic Development and Sustainability.
---

Councillor Davies	Whether the Portfolio Holder for Resources and Heritage was proud of the outcomes in respect of Abbots Activity
-------------------	---

Direct verbal response given by the Portfolio Holder for Resources and Heritage.
--

	Centre and Tymperleys, which were achieved through a tendering process and whether a similar process should be applied to Leisure World.	
Councillor Quince	Whether the Portfolio Holder for Housing and Community Safety and Councillor Frame would join him in sleeping out in the town centre for a night.	Direct verbal response given by the Portfolio Holder for Housing and Community Safety.
Councillor Quince	Whether the Portfolio Holder for Street and Waste Services would consider giving authority to members of the public to issue fixed penalty notices for littering and dog fouling.	Direct verbal response given by the Portfolio Holder for Street and Waste Services.
Councillor Lewis	Could the Portfolio Holder for Resources and Heritage clarify what he meant by the term “redundant” in respect of Abbots Activity Centre in his response to the earlier question from Councillor Davies.	Direct verbal response given by the Portfolio Holder for Resources and Heritage.
Councillor Chapman	Whether the Chairman of the Policy Review and Development Panel agreed with his comments earlier in the meeting that the Policy Review and Development Panel had been underused this municipal year and whether the Panel had provided value for money.	Direct verbal response given by the Chairman of the Policy Review and Development Panel.
Councillor Chapman	Whether the Portfolio Holder for Resources and Heritage was happy with the progress of construction works taking place outside Angel Court and whether the Council’s Small Works team were involved in the work.	Direct verbal responses given by the Portfolio Holder for Resources and Heritage and the Portfolio Holder for Street and Waste Services.
Councillor Sutton	What were the views of the Portfolio Holder for Resources and Heritage on the closure of Abbots Activity Centre, given	Direct verbal response given by the Portfolio Holder for Resources and Heritage.

	his role as a champion of Greenways Care Home?	
Councillor Sutton	Whether the Portfolio Holder for Communities and Diversity could provide information about the continuation of a level of service at Abbots Activity Centre.	Direct verbal response given by the Portfolio Holder for Communities and Diversity.

#### **54. Schedules of Decisions taken by Portfolio Holders**

*RESOLVED* that the schedules of Portfolio Holder decisions for the period 26 November 2011 - 8 February 2012 be noted.



**Extract from the minutes of the meeting of the Cabinet of 14 March 2012**

**78. Capital Programme**

The Head of Resource Management submitted a report a copy of which had been circulated to each Member.

*RESOLVED* that:-

- (a) The current position regarding the Capital Programme, and the forecast position of capital receipts be noted.
- (b) The anticipated overspend of £236k against current capital schemes be noted and re-allocated as appropriate.
- (c) The release of £51.7k additional external funding for 2011/12 in respect of Disabled Facilities Grants be agreed.
- (d) The release of £337k for part-funded schemes within the Capital Programme be agreed.

*RECOMMENDED TO COUNCIL* that the Temporary Accommodation Project is added to the Capital Programme and the release of £400k required in June 2012 be agreed.

*REASONS*

The detailed reasons for these decisions were as set out in the Head of Resource Management's report.

*ALTERNATIVE OPTIONS*

It was open to Cabinet not to agree or recommend the changes to the capital programme set in the Head of Resource Management's report.

**Extract from the minutes of the meeting of the Cabinet of 14 March 2012**

**80. Officer Pay Policy**

The Head of Corporate Management submitted a report a copy of which had been circulated to each Member.

*RECOMMENDED TO COUNCIL* that the Council's pay policy statement for 2012-13 be adopted at its meeting on 21 March 2012 and it be included in the Council's policy framework.

*REASONS*

The Localism Act requires "relevant authorities (including Colchester Borough Council) to prepare, approve and publish pay policy statements articulating their policies towards a range of issues relating to the pay of its workforce. These statements must be prepared for each financial year beginning with 2012/13 and must be approved by Full Council. The relevant authority must comply with its pay policy statement for the financial year in making its determination."

*ALTERNATIVE OPTIONS*

The only alternative would be not to approve the pay policy statement, but that would be contrary to the requirements of the Localism Act.

**Agenda Item 11**  
**Record of Decisions taken under Scheme of Delegation to Cabinet Members**  
**9 February – 7 March 2012**

<b>Portfolio – Communities and Diversity</b>					
<b>Date</b>	<b>Number</b>	<b>Report Title</b>	<b>Author</b>	<b>Decision</b>	<b>Result</b>
	COM-010-11				
3/2/12	COM-011-11 ECO-008-11	S299a funding for proposed Clubhouse at Abbey Field	Ian Duggan	To agree to the use of S299a funding for the provision of a new Clubhouse at the Garrison Athletics Track at Abbey Field	Agreed 10/2/12

<b>Portfolio – Customers</b>					
<b>Date</b>	<b>Number</b>	<b>Report Title</b>	<b>Author</b>	<b>Decision</b>	<b>Result</b>

<b>Portfolio – Economic Development and Sustainability</b>					
<b>Date</b>	<b>Number</b>	<b>Report Title</b>	<b>Author</b>	<b>Decision</b>	<b>Result</b>
5/3/12	ECO-006-11	Dedham Vale AONB & Stour Valley Project revised Memorandum of Agreement 2011/12 to 2014/15	Adam John	To agree to the revised Memorandum of Agreement for the Dedham Vale AONB & Agreement 2011/12 to 2014/15	Due 12/3/12
3/2/12	ECO-007-11	Street Services Delivery Strategy Supplementary Planning Document	Cheryl Pashley	To agree to submit Colchester Borough Council's Draft Street Services Delivery Strategy Supplementary Planning Document (SPD) for public consultation	Agreed 10/2/12
3/2/12	COM-011-11 ECO-008-11	S299a funding for proposed Clubhouse at Abbey Field	Ian Duggan	To agree to the use of S299a funding for the provision of a new Clubhouse	Agreed 10/2/12

**Agenda Item 11**  
**Record of Decisions taken under Scheme of Delegation to Cabinet Members**  
**9 February – 7 March 2012**

			at the Garrison Athletics Track at Abbey Field	
--	--	--	--	--

<b>Portfolio – Housing and Community Safety</b>					
<b>Date</b>	<b>Number</b>	<b>Report Title</b>	<b>Author</b>	<b>Decision</b>	<b>Result</b>
13/2/12	HOU-011-11	Response to the Tenant Services Authority's consultation paper 'A revised regulatory framework for social housing in England from April 2012'	Tina Hinson/ Joanne Webb	To agree the response to the Tenant Services Authority's consultation paper: 'A revised regulatory framework for social housing in England from April 2012'	Agreed 20/2/12
16/2/12	HOU-012-11	Response to the Government's consultation paper 'Reinvigorating the Right to Buy and One for One Replacement'	Tina Hinson/ Joanne Webb	To approve the response from Colchester Borough Council to the Government's consultation paper 'Reinvigorating the Right to Buy and One for One Replacement'	Agreed 23/2/12

<b>Portfolio – Renaissance</b>					
<b>Date</b>	<b>Number</b>	<b>Report Title</b>	<b>Author</b>	<b>Decision</b>	<b>Result</b>
22/2/12	REN-002-11	Town Station Square – appointment of the main contractor and the letting of contracts for artwork, materials and minor works	Neil Hopkins	Appointment of DB Construction Ltd as the main contractor for the Town Station Square Project. This project is to create a new public space in the area between the new Magistrates Court and the Town Station building	Agreed 29/2/12

**Agenda Item 11**  
**Record of Decisions taken under Scheme of Delegation to Cabinet Members**  
**9 February – 7 March 2012**

<b>Portfolio – Resources and Heritage</b>					
7/2/12	RES-008-11	Acquisition of land to provide extension to Colchester Cemetery, Mersea Road, Colchester	Colin Daines	To agree to the acquisition, from the Ministry of Defence, of an area of land at Valentinus Crescent, Berechurch, which is situated adjacent to the Council's Mersea Road Cemetery	Agreed 14/2/12
2/3/12	RES-009-11	Print and Mailing Contract-Revenues, Benefits and Housing	Sara Wilcock/ Paul McMorris	To award a Print and Mailing Solution Contract	Due 9/3/12

<b>Portfolio – Strategy and Performance</b>					
10/2/12	STR-003-11	Tymperleys, 6 Trinity Street, Colchester – proposals received to lease premises	Mike Shorten	To approve the lease proposals in respect of Tymperleys, 6 Trinity Street, Colchester	Agreed 17/2/12

<b>Portfolio – Street and Waste Services</b>					
16/2/12	STW-008-11	Supply of sacks for recycling and waste collection	Paul English	To award a contract for the supply of sacks for recycling and waste collection	Agreed 23/2/12
05/03/12	STW-009-11	West Mersea Parking Strategy – Car Park proposals	Christine Belgrove	Proposals for Car Parking Strategy for West Mersea and consider proposals for taking over operational	Due 12/3/12

**Agenda Item 11**  
**Record of Decisions taken under Scheme of Delegation to Cabinet Members**  
**9 February – 7 March 2012**

05/03/12	STW-010-11	Response to the Consultation on 'Changes to Local Authority Enforcement Powers'	Paul English/ Clare Hornsby	control of Town Council car parks	Due 12/3/12
				To approve response from Colchester Borough Council to the Government's consultation paper on 'Changes to Local Authority enforcement powers'	

14 March 2012

<b>Report of</b>	<b>Head of Resource Management</b>	<b>Author</b>	<b>Steve Heath</b>
<b>Title</b>	<b>Capital Programme</b>		<b>282389</b>
<b>Wards affected</b>	Not applicable		

**This report concerns the Council's Capital Programme**

**1. Decisions Required**

- 1.1 To note the current position regarding the Capital Programme, and the forecast position of capital receipts.
- 1.2 To consider the anticipated overspend of £236k against current capital schemes, and re-allocate as appropriate.
- 1.3 To recommend to Council that the Temporary Accommodation Project is added to the Capital Programme, and agree the release of £400k required in June 2012.
- 1.4 To agree the release of £51.7k additional external funding for 2011/12 in respect of Disabled Facilities Grants.
- 1.5 To agree the release of £337k for part-funded schemes within the Capital Programme.

**2. Background Information**

- 2.1 Cabinet last considered the Capital Programme on 25 January 2012 as part of the 2012/13 budget report. At this meeting Cabinet agreed:
  - To release £200k to facilitate the use of the Capital Expenditure Reserve to fund the annual Minimum Revenue Provision in respect of the community stadium.
  - To recommend to Council that a provision of £2m be included in the Capital Programme in respect of support for fundamental service reviews.

**3. Capital Programme**

- 3.1 The capital monitoring report for Qtr 3 2011/12 that was reported to FASP on 28 February showed a total funded Capital Programme of £24.065m, and a projected spend for the year of £15.595m. The remainder of the funded programme is expected to be spent in 2012/13 and 2013/14.
- 3.2 The spending review also highlighted that there is a forecast net overspend on the Capital Programme of £236k in respect of the following schemes:

<b>Scheme</b>	<b>Over / (Under) £'000</b>
A12 Junction	205.0
Site Disposal Costs	25.0
Electronic Service delivery	6.9
Power Perfector Voltage Optimisation Equipment	(0.9)
<b>Total Net Overspend</b>	<b>236.0</b>

- 3.3 A review of resources available to support the Capital Programme has been carried out, and the following table provides a summary position. This shows that based on current projected capital spend and receipts, there is currently an excess of resources compared to the approved Capital Programme.

Detail	£'000	Note
Total available funds	1,436.4	Includes received receipts of £1.134m
Projected receipts for 11/12	1,127.5	Receipts which are confirmed but not yet received
Commitments / releases agreed this year	(1,174.8)	Amounts agreed by Cabinet
<b>Balance available</b>	<b>1,389.1</b>	
Forecast overspend on programme	(236.0)	See para 3.2
New releases proposed now	(400.0)	See para 4.2
Disabled Facilities Grants 2011/12	(51.7)	See para 4.3
Amount required in respect of 'unfunded' part of programme	(337.0)	See paras 4.5 – 4.9
<b>Total forecast balance on programme</b>	<b>364.4</b>	Surplus

- 3.4 Looking ahead there are projected receipts of £4.4m, most of which are currently expected to be confirmed within 2012/13. Against these likely available resources needs to be considered emerging capital requirements, some of which have been previously reported to Cabinet. These include remaining repair costs of Castle walls, the Vineyard Gate development and possible capital costs in respect of the food waste service. In addition, Cabinet agreed in January that a provision of £2m is included in the Capital Programme in respect of support for fundamental service reviews.

#### 4. New Releases

- 4.1 Within the above forecast there is £1.389m of unallocated resources available now to release. It is recommended that this is used for the priorities detailed below.

##### *Temporary Accommodation Review*

- 4.2 Cabinet of 2 December 2009 made a number of decisions to enable officers to implement the findings of a review of temporary accommodation. These included appointing Family Mosaic Housing Association to redevelop the temporary accommodation site at Ascott House. The total scheme costs were estimated at £4.5m, with the Council contributing £600k plus the land at Ascott House at nil value. This contribution is broken down as follows:

£'000	Details	Date
400	Due when Ascott House is completed	June 2012
77	Due when Bardfield House is completed	Q1 2013/14
123	Due when Friars Court is completed	Q3 2013/14

- 4.3 It is proposed that Cabinet recommend to Full Council that this scheme is added to the Capital Programme, and that £400k is released now to enable the first instalment to be made in June 2012. When the works are complete it is envisaged that some residual temporary accommodation units could be disposed of and generate capital receipts that will offset the Council's contribution.

##### *Disabled Facilities Grants*

- 4.4 CLG advised on 23 January 2012 that Ministers agreed top up funding for DFGs in 2011/12 totalling £20m. The Council's share of this figure is £51,667. This is in addition to the original 11/12 allocation of £434k that is already shown within the Capital



Programme. The additional allocation of £51,667 is shown within the total available funds figure above. It is proposed that this is also released into the Capital Programme.

- 4.5 The following paragraphs relate to existing schemes within the Capital Programme that all require additional resources during 2012/13. The release of £337k in respect of these schemes would ensure that the Capital Programme was fully funded.

#### ***Improving Life Opportunities***

- 4.6 It is proposed that the remaining unreleased monies of £55k for this scheme are released to enable the following projects that address crime and homelessness in borough to commence:

- Number plate recognition system x 2 to be located on Whitehall Industrial Park to deter/detect metal theft (£37k).
- Improvements to Open Road premises (kitchen and toilets) which will enable increased usage (£9k).
- Provide a disabled ramp, installation of gates and wet room in the April Centre which will increase usage (£9k).

#### ***Upgrade of CCTV Equipment***

- 4.7 The £96k of unreleased funding is required for the replacement of the digital video recording system, as well as some monitors and cameras that have failed. It should be noted that the purpose of this capital scheme is to ensure that the CCTV system remains operational, and it is separate to the proposals elsewhere on this agenda that relate to the renewal of the CCTV fibre network as part of the Digital Strategy.

#### ***Town Walls***

- 4.8 There is £86k of unreleased funding for expenditure on the Roman Walls. It is envisaged that this will all be required in 2012/13.

#### ***Castle Development***

- 4.9 There is unreleased funding of £100k relating to the Castle Development project. This represents part of the match funding for the project, which is already within the delivery stage.

### **5. Proposals**

- 5.1 It is recommended that:
- Cabinet agree the release of £236k anticipated overspend against current capital schemes (Para 3.2).
  - Cabinet recommend to Council that the Temporary Accommodation Project is added to the Capital Programme, and agree the release of £400k required in June 2012 (Para 4.2).
  - Cabinet agree the release of £51.7k additional external funding for 2011/12 in respect of Disabled Facilities Grants (Para 4.4).
  - Cabinet agree the release of £337k against schemes currently within the Capital Programme (Para 4.5 – 4.9).

### **6. Strategic Plan References**

- 6.1 The overall Capital Programme is to be reviewed in line with the objectives of the Strategic Plan.

### **7. Financial implications**

- 7.1 As set out in the report.

**8. Equality, Diversity and Human Rights implications**

8.1 Consideration is given to equality and diversity issues in respect of all Capital schemes. This is done in line with agreed policies and procedures including production of Equality Impact Assessments where appropriate.

**9. Risk Management Implications**

9.1 Risk management issues are considered as part of all capital projects.

**10. Standard References**

10.1 There are no particular publicity, consultation or community safety considerations; or health and safety implications.



## Cabinet

14 March 2012

Item  
**13(iii)**

<b>Report of</b>	<b>Head of Corporate Management</b>	<b>Author</b>	<b>Mike Thurston</b> ☎ 282396 <b>Chris Reed</b> ☎ 282240
<b>Title</b>	<b>Officer Pay Policy</b>		
<b>Wards affected</b>	Not applicable		

**This report concerns the Council's pay policy statement, and requirements introduced by the Localism Act 2011.**

### 1. Decision(s) Required

- 1.1 To recommend the adoption of the Council's pay policy statement for 2012-13 by Full Council on 21 March 2012, and for it to be included in the Council's policy framework.

### 2. Reasons for Decision(s)

- 2.1 The Localism Act requires "relevant authorities (including Colchester Borough Council) to prepare, approve and publish pay policy statements articulating their policies towards a range of issues relating to the pay of its workforce. These statements must be prepared for each financial year beginning with 2012/13 and must be approved by Full Council. The relevant authority must comply with its pay policy statement for the financial year in making its determination."

### 3. Alternative Options

- 3.1 The only alternative would be not to approve the pay policy statement, but that would be contrary to the requirements of the Localism Act.

### 4. Supporting Information

- 4.1 Local authorities must now publish a pay policy statement for the financial year 2012-13 and subsequent years. A relevant authority's pay policy statement must be approved by a resolution of that authority before it comes into force, with the first statement prepared and approved before 31 March 2012.
- 4.2 The Localism Act specifies a number of elements that must be covered by the statement including: the level and elements of remuneration for each chief officer, remuneration of chief officers on recruitment, increases and additions to remuneration for each chief officer, the use of performance-related pay for chief officers, the use of bonuses for chief officers, the approach to the payment of chief officers on their ceasing to hold office under or to be employed by the authority, and the publication of and access to information relating to remuneration of chief officers.
- 4.3 The Council's pay policy statement has been extended beyond the statutory requirements relating to chief officers as shown in 4.2 above to include all officers employed by the Council, in the interests of openness and transparency.

- 4.4 Please see Appendix 1 for the Officer Pay Policy. Appendix 2 contains the data which sits behind the policy, and definitions of terms such as chief officers. These two documents form the Council's pay policy statement.
- 4.5 The statement covers all pay and benefits for every employee of Colchester Borough Council. There are no financial allowances or bonuses other than those mentioned.
- 4.6 The requirements of the Localism Act have been taken as an opportunity to bring together all relevant Council policies and information into a pay policy which applies to every employee (Appendix 1), and a supporting document which shows the mostly numerical data which sits behind it for the specific financial year (Appendix 2).

## **5. Proposals**

- 5.1 To approve the 2012-13 pay policy statement as shown at Appendix 1 and 2, and to recommend its adoption by Full Council.

## **6. Strategic Plan References**

- 6.1 The performance, remuneration and motivation of the Council's employees are key to delivering effective and efficient services to the public, in addition to the aspirations and priorities within the Strategic Plan.

## **7. Consultation**

- 7.1 The Council's pay policy statement is compiled by factual data relating to the existing, agreed pay and conditions of its employees. There have been no new decisions as part of this compilation of the statement and data. A copy has been provided to Unison, and there has been no comment to date.

## **8. Publicity Considerations**

- 8.1 The information contained with Appendix 1 and 2 will be publicly available on the Council's website, and in the Council's Statement of Accounts as appropriate.

## **9. Financial implications**

- 9.1 The pay policy statement provides transparency about the Council's approach to pay and benefits for its employees.

## **10. Equality, Diversity and Human Rights implications**

- 10.1 The Equality Impact Assessment is available to view on the Colchester Borough Council website by following this pathway from the homepage: Council and Democracy>Policies, Strategies and Performance>Equality and Diversity>Equality Impact Assessments>Corporate Management>Pay Policy – or [click here](#).

## **11. Other Implications**

- 11.1 There are no specific community safety, health and safety or risk implications.

## **Background Papers**

See end of Appendix 1 for the references and guidance used to compile the policy and data.

**Colchester Borough Council**  
**OFFICER PAY POLICY**  
**March 2012**

### Introduction

The purpose of this policy is to provide an open and transparent framework that ensures clarity, fairness and consistency in the remuneration of officers.

The Council will comply with this policy which covers all officers. It ensures that employees are paid on a fair and equitable basis in accordance with equality legislation.

Colchester Borough Council recognises the importance of administering pay in a way that:

- attracts, motivates and retains appropriately talented people needed to maintain and improve the Council's performance and meet future challenges
- reflects the market for comparable jobs, with skills and competencies required to meet agreed delivery and performance outcomes
- allows for a proportion of remuneration to be at risk, depending upon the delivery of agreed outcomes and results
- delivers the required levels of competence within an overall workforce strategy within approved budget parameters
- is affordable and transparent.

### 1. Pay strategy and framework

- 1.1 The Council determines the level of annual salary for employees, including chief officers, using an established job evaluation scheme. Jobs are independently evaluated, using this scheme, by experienced Human Resources staff and all employees have the right of appeal against their pay grade.
- 1.2 The pay grades and salary spines are shown in Appendix 2. This also takes into account changes in the level of statutory minimum wage. Each pay grade has a number of incremental points and employees normally progress up their pay grade by one increment on an annual basis, subject to satisfactory levels of performance (see also section 5 - rewarding performance).
- 1.3 The exception to this principle is where employees have transferred their employment to the Council and salary protection exists under the Transfer of Undertakings (Protection of Employment) legislation commonly referred to as TUPE.
- 1.4 The pay policy incorporates the Council's Equality and Diversity policy (website link [Equality and Diversity in employment - Colchester Borough Council](#)) and periodic equal pay audits will be conducted.

### 2. Pay review and annual increases

- 2.1 The Council supports the principle of collective bargaining and has a recognition agreement with the trade union 'Unison'. Negotiation and consultation is conducted at a local level in relation to levels of pay and benefits for all employees including Chief / Senior Officers (see definitions in Appendix 2). The Council therefore is not part of any national terms and conditions for local government employees.
- 2.2 Local negotiations around a pay review are conducted on an annual basis, and any increase is agreed taking into account inflationary factors, local salary levels and affordability. Any decision to increase salary levels for all employees has to be approved by the Portfolio Holder under delegated powers set in the Council's [Constitution](#).
- 2.3 The Council publishes its pay multiple (the ratio between the highest and lowest paid employees) and does not currently set a target for this.

### 3. Remuneration of Chief Officers

- 3.1 The remuneration of all officers is determined using the Council's job evaluation and performance management schemes.
- 3.2 The average value of Chief Officers' pay is shown in Appendix 2 together with the relationship to the lowest paid staff and other staff (referred to in the legislation as "the pay multiple").
- 3.3 The remuneration of all Chief Officers and Senior Officers will be published in the Council's [Annual Statement of Accounts](#) which also includes a wide range of financial information.

### 4. Other items in addition to salary

The Council pays the following additions to annual salary:

- 4.1 Overtime:  
This is paid to employees who are required to work in excess of their contracted weekly hours. All overtime is paid at plain-time rate derived from annual salary, and enhancements are not normally paid for working at weekends or public holidays. All employees on a pay grade of CMG5 or above are not entitled to receive overtime pay.
- 4.2 Unsocial hours working:  
The Council pays an allowance to employees who work unsocial hours which cover 24-hour shift working. Allowances are also paid to employees who undertake standby and call out duties. A small payment can also be made to 'front-line' employees who are required to work over the Christmas/New Year period.

4.3 Maternity and paternity:  
The Council has a policy that supports parents and provides some enhancement to the statutory maternity and paternity provisions. These enhancements are shown in Appendix 2.

4.4 Market forces supplement and mid-scale appointments:  
Where the Council is faced with difficulties in recruitment to and retention of specific jobs, as a result of market pressures and skills shortages, the Chief Executive is able to sanction the use of a temporary 'market forces' supplement, reviewed on a regular basis.

Where an individual is being recruited and has significant experience or skills in the role for which they are being employed, Heads of Service and above have discretion to appoint at any scale point (within the grade) above the lowest level.

4.5 Increases in responsibility:  
Temporary or permanent payments can be paid at the discretion of the Chief Executive to reflect operational needs and the level of additional responsibility.

4.6 Other:  
The Council only reimburses reasonable business expenses actually incurred and in line with the Council's travel and subsistence policy. Professional membership fees are reimbursed to employees at the rate of 50% of fees incurred and only one membership per employee is reimbursed.

External training costs are paid where they form part of agreed learning and development, and in line with the post-entry training policy.

There are no expense allowances or bonuses other than those mentioned within this pay policy.

### 5. Rewarding performance

5.1 The Council uses a performance management scheme to appraise the performance of all employees, including Chief / Senior Officers. Issues of poor performance can result in any annual increment being withheld. Where employees are rated as outstanding under this performance management scheme, a non-contractual payment can be made to recognise individual performance. The value of this payment is reviewed each year and agreed by the Senior Management Team, subject to affordability. The current value is shown in Appendix 2.

5.2 The Council also recognises the need to incentivise specific jobs whose role involves a proportion of sales or income generation. In such cases a reward package will be developed, which needs approval by Senior Management Team. The annual salary and incentive payment will be determined outside of the job evaluation scheme and will be risk-assured in relation to equal pay.



### 6. Pension

- 6.1 In accordance with statutory provisions, employees are offered membership of the Local Government Pension Scheme. The Council has a published pension policy and this policy applies to all employees including Chief / Senior Officers. It sets out the Council's decisions relating to discretionary powers allowed within the scheme.
- 6.2 The Council also supports the principle of flexible retirement whereby employees are able to gain access to their pension whilst continuing in employment, subject to the restrictions laid down within the scheme and in the Council's Pension policy. This approach allows the Council to retain skilled employees and to assist individuals in managing the transition to retirement.

### 7. Other financial benefits

The Council currently offers the following financial benefits to employees:

- 7.1 **Travel Plan incentives/charges:**  
In order to encourage employees to use 'greener' travel modes, which also help to reduce town centre congestion, the Council has developed a package of travel plan measures. These measures include a charge for car parking for employees based in the town centre, and discounts for the 'home to work' use of bus and rail travel. The current value of these charges and benefits are shown in Appendix 2.
- 7.2 **Salary sacrifice schemes:**  
The Council has adopted approved government salary sacrifice schemes which enable employees to have deductions from pay to purchase childcare vouchers or cycles for travel to work. These schemes are tax efficient for the employee and are cost-neutral to the Council.
- 7.3 **Long Service Awards:**  
The Council recognises the commitment of employees to public service and provides a gift to the maximum value of £250 for 25 years' service with the Council.
- 7.4 **Other allowances:**  
An allowance is paid for employees who volunteer to be designated First Aiders in the workplace. An allowance is paid to employees as a contribution towards broadband costs if they work at home on a regular basis using a PC. See Appendix 2 for the value of these allowances.

### 8. Recruitment

- 8.1 In accordance with the Council's [Constitution](#), appointments to Head of Paid Service (Chief Executive), Executive Directors, Heads of Service and the Chief Finance Officer, have to be approved by Cabinet.
- 8.2 All appointments are made in line with this pay policy.
- 8.3 The appointment of other Chief Officers and starting salaries within the grade must be approved by the Chief Executive.
- 8.4 The appointment of employees other than Chief Officers will be delegated to the appropriate management level, relevant to the vacant job. The starting salary within the pay grade range will be determined taking into account the skills and experience of the applicant and market pressures.
- 8.5 The Council does not restrict the re-employment of employees previously made redundant by either the Council or other Local Government. All applicants for vacancies are considered equally, based on their knowledge, skills and experience.
- 8.6 Full Council will be offered the opportunity to vote before large salary packages are offered in respect of new appointments. This level is set out in statutory guidance, and the current level is shown at Appendix 2.

### 9. Sick Pay

The Council applies the following sick pay scheme for all employees including Chief Officers.

<b>Service (years)</b>	<b>Full Pay (months)</b>	<b>Half Pay (months)</b>
During first year	1	*2
During second year	2	2
During third year	4	4
During fourth/fifth years	5	5
After five years	6	6

\* After completing 4 months' service

### 10. Payments when employment status changes

- 10.1 The Council operates a redundancy payment scheme which applies to all employees including Chief / Senior Officers and the Returning Officer. The scheme is based on the number of weeks paid under the statutory scheme, with an enhancement of 50% subject to a maximum of 45 weeks' pay.
- 10.2 **Pay Protection**  
The Council operates pay protection for a limited time period, within the terms of the redundancy policy. This applies when staff have their pay reduced as part of a process of re-deployment or job evaluation.
- 10.3 Where the Council is in dispute with an employee, the Council will make use of compromise agreements to settle disputes in appropriate circumstances. The use of these agreements and the value of any settlement will be determined by a consideration of factors such as the potential costs of litigation, the degree of risk at employment tribunal adjudications and any reputational impact. The decision to award a compromise agreement will rest with the Chief Executive or in the case of the Chief Executive with Cabinet.

### 11. Election duties

- 11.1 The Council has determined that the Returning Officer is the Chief Executive, and the remuneration is separate from the Chief Executive's salary. The Council has set the remuneration levels of employees who assist with local government election duties on a secondary employment basis. These levels are set by Essex County Council for county elections, and by central government for national and European elections.
- 11.2 The amount paid for election duties will vary depending on the number and type of elections which take place. The amount paid to the Returning Officer in the previous year is shown in Appendix 2.

### 12. Temporary staff and interim arrangements

- 12.1 The Council occasionally uses temporary agency or interim staff where it meets specific business needs and delivers best value. Levels of reward are determined by market rates.

### 13. Supporting Information

The following references have been used in producing this Pay Policy, along with the Council's existing Human Resource policies:

#### Legislation

- The Localism Act 2011 - [chapter 8 - pay accountability](#).
- The Equality Act 2010
- Local Government (Early Termination of Employment) (Discretionary Compensation) Regulations 2006
- Local Government Pension Scheme Regulations 2008
- Accounts and Audit (England) Regulations 2011.

#### Best practice guidance

Department for Communities and Local Government:

- [Openness and accountability in local pay: Guidance under section 40 of the Localism Act](#)
- [Code of recommended practice for local authorities on data transparency](#)

The Chartered Institute of Public Finance and Accountancy:

- [Code of Practice in Local Authority Accounting - paragraph 3.4.5](#)

Local Government Association

- [Pay Policy Statements - guidance](#).

#### Our website

[www.colchester.gov.uk](http://www.colchester.gov.uk) has a [section with more information about employment](#) at Colchester Borough Council.

#### Document Information

<b>Title :</b>	<b>Officer Pay Policy</b>
<b>Status :</b>	<b><i>Draft</i></b>
<b>Version :</b>	<b>Version 1</b>
<b>Consultation :</b>	<b>Senior Management Team Leadership Team</b>
<b>Approved By :</b>	<b>Full Council</b>
<b>Approval Date :</b>	<b>21 March 2012</b>
<b>EQIA :</b>	<a href="#">click here</a>
<b>Review Frequency :</b>	<b>Annual</b>
<b>Next Review :</b>	<b>March 2013</b>

**OFFICER PAY POLICY - Pay Data****1. Annual Salary scales****Salary spine**

<b>point</b>	<b>Annual salary (£.p)</b>	<b>point</b>	<b>Annual salary (£.p)</b>
4*	11,730.09	32	32,907.93
5*	11,730.09	33	34,175.53
6	11,951.02	34	35,352.03
7	12,625.28	35	36,528.55
8	13,372.92	36	37,705.05
9	14,168.64	37	38,928.36
10	14,872.02	38	40,151.68
11	15,620.93	39	41,374.96
12	16,369.85	40	44,416.15
13	16,727.85	41	47,457.35
14	17,088.40	42	50,498.54
15	17,443.88	43	54,550.54
16	17,801.90	44	58,602.51
17	18,159.89	45	62,654.51
18	18,512.87	46	66,706.47
19	19,049.24	47	70,758.45
20	19,585.64	48	74,643.44
21	20,122.00	49	78,528.45
22	20,658.38	50	82,413.41
23	21,194.76	51	86,298.42
24	21,774.16	52	90,183.39
25	23,500.97	53	94,068.41
26	25,270.78	54	98,434.13
27	27,040.60	55	102,799.83
28	28,151.34	56	107,165.55
29	29,262.05	57	111,531.25
30	30,372.77	58	115,896.97
31	31,640.35	59	118,239.85

\* Note these points are the national minimum wage for aged 18 and over  
The last pay increase was 1%, effective from 1 April 2010.

**Pay Grade range**

<b>Pay Grade</b>	<b>Salary spine point range</b>	<b>Pay Grade</b>	<b>Salary spine point range</b>
14	4 to 7	7	32 to 36
13	7 to 12	6	35 to 39
12	11 to 18	5	38 to 42
11	18 to 24	4	42 to 47
10	23 to 27	2	46 to 53
9	26 to 30	1	54 to 59
8	29 to 33		

**Apprentices**

The Council pays the national minimum wage for any employee on an apprenticeship contract.

## Colchester Borough Council Human Resource Policies

### 2. Pay relationship for Chief Officers

	Year 2011/12
Average pay for Chief Officers	£70,682
Average pay for staff other than Chief Officers	£23,325
Average pay for lowest paid staff	£12,580
Pay multiple of Chief Officer (Chief Executive) pay to staff other than this Chief Officer	5.12 to 1
Pay multiple of Chief Officers' pay to staff other than Chief Officers	3.06 to 1
Pay multiple of Chief Officers pay to lowest paid staff	5.62 to 1

Notes – please also see definitions of officers at section 7 below:

- Average pay is based on full-time equivalent annual salary plus additional payments for Chief Officers. It excludes election fees.
- 'Lowest paid staff' is defined as those paid on pay grade 14 (actual average pay) – see chart of pay grades on page 1. CMG14 is the lowest pay grade.
- Pay multiple - the ratio between the highest and lowest paid staff.

### 3. Additional payments for Chief Officers.

Returning Officer election fees paid to the Chief Executive:

Elections held	Amount paid	Year
Local Borough, Central Government referendum	£15,420.76	2011/12

### 4. Other pay additions and allowances

Maternity and Paternity pay:

In addition to the statutory provisions, the Council pay 20 weeks at half pay for mothers who go on maternity leave and subsequently return to work. Up to two weeks' paid paternity leave is granted to fathers.

Payment for outstanding performance:

This is set at £750 for full-time staff for 2011/12. See Appendix 1 for eligibility.

First Aid allowance:

£142.44 per annum.

Broadband allowance:

£132.00 per annum.

There are a small number of employees with protected overtime enhancements which cease in December 2013.

### 5. Travel Plan benefits and charges

Car parking charge:

£1 per day (due to increase to £2 in April 2013 and £3 in April 2014).

Home to work travel, in line with Travel Plan policy:

Bus season ticket discount 50% / train season ticket or 'bulk buy' discount 35%.

## Colchester Borough Council Human Resource Policies

### 6. Pension contribution rate

Employer rate is 11.8% for 2011/12. Employee rates for 2011/12 are:

Full time equivalent salary	Contribution rate per year
£0 - £12,900	5.5%
£12,901 - £15,100	5.8%
£15,101 - £19,400	5.9%
£19,401 - £32,400	6.5%
£32,401 - £43,300	6.8%
£43,301 - £81,100	7.2%
£81,100 or more	7.5%

### 7. Definition of terms used in the Officer Pay Policy and Pay Data documents

- Chief Officers – posts that require appointment by elected councillors - designated as Chief Executive, Executive Directors and Heads of Service within the Council's constitutional arrangements for appointment. It also includes the Section 151 and the Monitoring Officer where those roles are not performed by a Head of Service. These posts fulfil the criteria for Chief Officers as defined in [paragraph 43 Localism Act](#).
- Chief Officer – this is the Chief Executive.
- Senior Officers – any post with a salary of £58,200 and above, which is the Senior Civil Service minimum pay band ([paragraph 12 code of practice](#)).
- Senior Management Team – the Chief Executive, Executive Directors and Heads of Service.
- Large salary package – this is defined in statutory guidance and the current threshold is £100,000 ([paragraph 14 Localism Act guidance](#)).

#### Document Information

<b>Title :</b>	<b>Officer Pay Policy Appendix 2 Pay Data</b>
<b>Status :</b>	<b>Draft</b>
<b>Version :</b>	<b>Version 1</b>
<b>Consultation :</b>	<b>Senior Management Team Leadership Team</b>
<b>Approved By :</b>	<b>Full Council</b>
<b>Approval Date :</b>	<b>21 March 2012</b>
<b>EQIA :</b>	<a href="#">click here</a>
<b>Review Frequency :</b>	<b>Annual</b>
<b>Next Review :</b>	<b>March 2013</b>

