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SOUTH HAMS COUNCIL - THURSDAY, 4TH APRIL, 2013

Agenda, Reports and Minutes for the meeting

Agenda No Item

1. **Agenda Letter** (Pages 1 - 4)

2. **Reports**

Reports to Council:

a) Item 12 - Report of the Political Structures Working Group (Pages 5 - 12)

b) Item 13 - Pay Policy Statement 2013/14 (Pages 13 - 22)

3. **Minutes** (Pages 23 - 28)

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Agenda Item 1

Please reply to: Darryl White
Service: Corporate Services
Direct Telephone: 01803 861247
E-Mail: darryl.white@southhams.gov.uk

To: Chairman & Members of South Hams District Council

Our Ref: CS/DW

cc: Usual press and officer circulation

22 March 2013

Dear Councillor

A meeting of the **South Hams District Council** will be held in the **Council Chamber**, Follaton House, Plymouth Road, Totnes, on **Thursday, 4 April 2013 at 2.00 pm** when your attendance is requested.

Yours sincerely



Richard Sheard
Chief Executive

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|---|
| <p>FOR ANY QUERIES ON THIS AGENDA, PLEASE CONTACT DARRYL WHITE DEMOCRATIC SERVICES MANAGER ON DIRECT LINE 01803 861247</p> |
|---|

A G E N D A

1. **Minutes** – to approve as a correct record and authorise the Chairman to sign the minutes of the meeting of the Council held on 14 February 2013 (pages 1 to 11);
2. **Urgent Business** – the Chairman to announce if any item not on the agenda should be considered on the basis that he considers it as a matter of urgency (any such item to be dealt with under item 7 below);
3. **Confidential Business** – the Chairman to inform the meeting of any confidential item of business;
4. **Exempt Information** – to consider whether the consideration of any item of business would be likely to disclose exempt information and if so the category of such exempt information;
5. **Declarations of Interest** – Members are invited to declare any personal or disclosable pecuniary interests, including the nature and extent of such interests they may have in any items to be considered at this meeting;
6. **Chairman's Announcements**;
7. **Business Brought Forward by the Chairman** – to consider business (if any) brought forward by the Chairman as reported under item 2 above;

8. **Questions** – to consider the following questions received (if any) in accordance with Council Procedure Rule 8.
9. **Notice of Motion** – to consider the following motion received in accordance with Council Procedure Rule 10.1.

(a) By Cllrs Tucker and Hicks

How can we influence the viability and future of the Totnes Railway Station? Can the Council write to the Department of Transport, the Chairman of First Great Western and our local MPs, Gary Streeter MP and Dr Sarah Wollaston MP to ensure that fairness prevails.

10. **Presentation from the Lead Executive Member for Corporate Services** – presentation to focus on the current achievements, aims and challenges which are ongoing within Corporate Services;
11. **Presentation from the Lead Executive Member for Environment Services** – presentation to focus on the current achievements, aims and challenges which are ongoing within Environment Services;
12. **Report of the Political Structures Working Group** – to consider a report which advises Members of the discussions and recommendations arising from a recent meeting of the Political Structures Working Group (circulated separately);
13. **Pay Policy Statement 2013/14** – to consider a report which sets out the Council's statutory obligation to adopt a pay policy statement in accordance with the provisions of the Localism Act (circulated separately);
14. **Reports of Bodies** – to receive and as may be necessary approve the minutes and recommendations of the under-mentioned Bodies:-

| Council Body | | Date of Meeting | Minute Nos. | Page Nos. |
|--------------|---|------------------|-----------------------|-----------|
| a | Development Management Committee | 13 February 2013 | DM.45/12 – DM.49/12 | 12 - 25 |
| b | Council Tax Setting Panel | 26 February 2013 | CTSP.1/12 – CTSP.3/12 | 26 – 29 |
| c | Economy & Environment Scrutiny Panel | 7 March 2013 | EE.31/12 – EE.42/12 | 30 - 40 |
| d | Development Management Committee | 13 March 2013 | DM.50/12 – DM.54/12 | 41 - 50 |
| e | Community Life & Housing Scrutiny Panel | 14 March 2013 | CLH.32/12 – CLH.43/12 | 51 - 64 |

Members of the public may wish to note that the Council's meeting rooms are accessible by wheelchairs and have a loop induction hearing system.

**An optional lunch will be available for all Members
 in the Dining Room at 1.00 pm**

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**MEMBERS ARE REQUESTED TO SIGN THE ATTENDANCE REGISTER
THIS AGENDA HAS BEEN PRINTED ON ENVIRONMENTALLY FRIENDLY PAPER**

If you or someone you know would like this publication in a different format, such as large print or a language other than English, please call Darryl White on 01803 861247 or by email at: darryl.white@southhams.gov.uk

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AGENDA
ITEM
12

SOUTH HAMS DISTRICT COUNCIL

AGENDA
ITEM
12

| | |
|--------------------------|--|
| NAME OF COMMITTEE | COUNCIL |
| DATE | 4 April 2013 |
| REPORT TITLE | Review of the Council's Political Structure |
| Report of | The Political Structures Working Group |
| WARDS AFFECTED | All |

Summary of report:

To consider a report that advises Members of the discussions and recommendations arising from a recent meeting of the Political Structures Working Group.

Financial implications:

If Council supports each of the recommendations of the Panel, there would be some savings generated. These would notably relate to a reduction in the number of Council meetings held each year and the costs currently associated with operating the Tree and Hedge Appeal Group (e.g. officer time, print and post costs and Member Travel Claims).

However, there would be a cost to purchasing electronic voting equipment, which would be funded from an existing revenue budget arising from the installation of the audio / visual equipment in the Council Chamber.

RECOMMENDATION:

That the Council RESOLVES that:-

- 1. it be noted that a report will be presented to the Executive meeting on 6 June 2013 entitled: 'New Approach to Budget Setting and Monitoring';**
- 2. the number of ordinary formal Council meetings held each Municipal Year be reduced to four;**
- 3. the practice of lead Executive Members conducting presentations to Council on their respective service areas be discontinued;**
- 4. electronic voting equipment be purchased from the recurring revenue budget, which was set aside for the installation of the audio / visual system in the Council Chamber;**
- 5. the principle of webcasting public meetings be explored and reconsidered at a future meeting of the Working Group;**

6. on the occasions when the Development Management Committee is scheduled to consider Major (or particularly controversial) planning applications, these meetings commence at 10.00am;
7. Development Forums be convened to take place on the afternoon of Executive meeting days; and
8. the responsibilities of the Tree and Hedge Appeal Group be transferred to the Development Management Committee.

Officer contact:

Darryl White, Democratic Services Manager (email: darryl.white@swdevon.gov.uk).

Lead Member contact:

Cllr Tucker, Leader of Council (email: cllr.tucker@southhams.gov.uk).

1. BACKGROUND

- 1.1 The Political Structures Working Group is a standing body of Members appointed at the Annual Council meeting to undertake a comprehensive review of the workings of both the political structure and decision making processes. The Group has no decision-making powers and is required to present its recommendations to the Council.
- 1.2 The Group last met on Wednesday, 6 March 2013 and considered agenda items in relation to:-
 - budget procedure and Scrutiny budget meetings;
 - the frequency of Full Council meetings;
 - voting at meetings held in the Council Chamber;
 - start times of Development Management Committee meetings and Development Forums; and
 - a proposal to transfer the responsibilities of the Tree and Hedge Appeal Group to the Development Management Committee.

2. ISSUES FOR CONSIDERATION

2.1 Budget Procedure and Scrutiny Budget Meetings

- 2.1.1 This agenda item had arisen in light of some feedback from Members whereby the democratic process should be improved to enable greater Member input and appraisal of the Budget.
- 2.1.2 During the Group discussion, assurances were given that, in the future, the budget papers would be produced differently and would include comparable figures indicating annual percentage changes. In addition, the Group was sympathetic to the view that each Scrutiny Panel could individually look at different elements of the Budget at their November meetings. It was felt that this could allow Scrutiny Panel Members to have a greater overview of the Budget, rather than simply focusing on the scrutinising element;

2.1.3 In conclusion, it was acknowledged that officers were also currently reviewing all aspects of the budget setting and monitoring process and it was felt that a report should be presented to the Executive meeting on 6 June 2013 which outlines some proposed ways forward.

2.2 Frequency of Full Council Meetings and Executive Member Presentations

2.2.1 Consideration of this issue had been prompted following some concerns that a number of Council meetings were being held throughout the year with very few items on the agenda. This was particularly pertinent in the current budgetary climate, when considering the costs associated with holding full Council meetings;

2.2.2 The overriding view of the Group was that there was absolutely no need to hold Council meetings simply for the sake of it and support was therefore given to reducing the number of ordinary full Council meetings to four per year;

2.2.3 It is important to note that the Constitutional provision to arrange extraordinary meetings of Council will remain and therefore, such a reduction would not prevent the ability, in exceptional circumstances, to convene any such meetings;

2.2.4 If the Council is minded to support this recommendation, then it is suggested that these four meetings are held during the months of February, May, September and December;

2.2.5 The Group also felt that the standing agenda item in relation to Executive Members conducting a presentation to Council meetings on the achievements, aims and challenges in their respective Service Areas had served its purpose and was no longer particularly effective. As a consequence, the Group felt that the practice should be discontinued, with Executive Members instead utilising the Informal Council sessions to enable for some more detailed discussions on their service areas.

2.3 Voting at Meetings held in the Council Chamber and Webcasting

2.3.1 This agenda item had been prompted following a number of public comments in relation to recorded votes not taking place for every planning application considered by the Development Management Committee. These members of the public felt this to be in contradiction to the transparency agenda;

2.3.2 Alongside these comments, the Group noted that officers were currently investigating the costs of purchasing new handheld voting equipment;

2.3.3 The Group therefore concluded that electronic voting equipment should be purchased from the recurring revenue budget (of up to £5,000), which was set aside for the installation of the audio / visual system in the Council Chamber (Minute E.104/09 refers);

2.3.4 When considering such a purchase, the Group felt that it should be capable of:

- being rolled out for all public meetings regardless of being held in the Council Chamber;
- illustrating how individual Members have voted; and
- not displaying any votes until every Member has voted.

2.3.5 As an extension to this issue, some Group Members spoke positively of their experiences of attending recent meetings which had been webcast and felt that as a further example of transparency and community engagement, this should be explored further. The Group agreed with this view and felt that officers should be asked to conduct some exploratory work (including costs) on webcasting formal meetings, with the matter being presented back to a future Group meeting.

2.4 Start Times of Development Management Committee Meetings and Development Forums

2.4.1 The Working Group considered this issue in light of the length of the agenda of a number of recent Development Management Committee meetings. In addition, there were occasions when the start times could not be moved in light of there being a Development Forum having been arranged to take place on the same day;

2.4.2 As a way forward, the Group expressed its support for those Development Management Committee meeting agendas which include either Major (or particularly controversial) planning applications to start at the earlier time of 10.00am. To prevent any potential clash with Development Forums, the Group also recommended that such meetings should be held on the afternoon of Executive meeting days;

2.4.3 As a general point, there was broad support expressed by the Working Group for the membership of the Development Management Committee to be reduced. Members considered that the Committee was too large to be effective and a reduction in size would also help to lessen the duration of meetings. Since the Committee membership was set each year at Annual Council, it was acknowledged that this point could be picked up in May during the appointments process;

2.5 Proposal to Transfer the Responsibilities of the Tree and Hedge Appeal Group to the Development Management Committee

2.5.1 The Group felt that the proposal to transfer the responsibilities of the Tree and Hedge Appeal Group to the Development Management Committee was sensible.

2.5.2 For clarity, it is suggested that such Tree and Hedge matters will be able to take advantage of the Council's Public Participation Scheme (e.g. permitting an objector and supporter to address the Development Management Committee). Furthermore, the Committee would still be able to defer a matter to a site inspection group (along the same lines as any planning application) if it is so minded.

3. RISK MANAGEMENT

The Risk Management implications are shown at the end of this report in the Strategic Risks Template.

4. OTHER CONSIDERATIONS

| | |
|---|--------------------------------------|
| Corporate priorities engaged: | All |
| Statutory powers: | Local Government Act 2000 |
| Considerations of equality and human rights: | None directly related to this report |
| Biodiversity considerations: | None directly related to this report |
| Sustainability considerations: | None directly related to this report |
| Crime and disorder implications: | None directly related to this report |
| Background papers: | The Council Constitution |
| Appendices attached: | None |

STRATEGIC RISKS TEMPLATE

| No | Risk Title | Risk/Opportunity Description | Inherent risk status | | | | Mitigating & Management actions | Ownership |
|----|---|---|----------------------------|----------------------------|------------------------------------|---|---|-----------------------------|
| | | | Impact of negative outcome | Chance of negative outcome | Risk score and direction of travel | | | |
| 1 | Budget Setting and Monitoring | Greater opportunity for every Member to be involved in the process. | 4 | 1 | 4 | ↓ | Greater Member involvement and awareness in the Budget should ensure a greater understanding amongst all Members in the process. | SMT |
| 2 | Frequency of Council Meetings | Fewer Council meetings could slow up the decision making process. | 3 | 3 | 9 | ↑ | Officers will need to factor this reduction into their work schedules to ensure that any matters which ultimately require a Council decision are programmed accordingly. In addition, in very exceptional circumstances, there is the ability to arrange extraordinary Council meetings. | SMT and Middle Managers |
| 3 | Voting at Meetings held in the Council Chamber | Will ensure no accusations of incorrect vote counting. | 1 | 2 | 2 | ↓ | It is acknowledged that Member Training will be required to use a new system, but electronic voting will remove the need to vote via a show of hands. | Democratic Services Manager |
| 4 | Start times of Development Management Committee meetings and Development Forums | An earlier start time will enable for a proper break in the agenda. | 1 | 2 | 2 | ↓ | A proper break should ensure that Members are less fatigued towards the latter end of the agenda. | Member Services Manager |
| | | Attendance amongst Development Management Committee Members at Forums may not be so high if meetings are held on a different day. | 2 | 2 | 4 | ↑ | The majority of Members do attend meetings of the Executive, so it is hoped that this proposal should have a minimal impact. | |

| No | Risk Title | Risk/Opportunity Description | Inherent risk status | | | | Mitigating & Management actions | Ownership |
|----|---|---|----------------------------|----------------------------|------------------------------------|---|--|-----------------------------|
| | | | Impact of negative outcome | Chance of negative outcome | Risk score and direction of travel | | | |
| 5 | Disbanding Tree and Hedge Appeal Groups | Members will not view a site as a matter of course. | 2 | 2 | 4 | ↑ | A full and detailed case officer presentation, coupled with the ability to defer to a site inspection should counter this potential risk. In addition, all Members have the opportunity to view an application site in their own time. | Democratic Services Manager |

Direction of travel symbols ↓ ↑ ↔

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AGENDA
ITEM

13

SOUTH HAMS DISTRICT COUNCIL

AGENDA
ITEM

13

| | |
|--------------------------|-------------------------------------|
| NAME OF COMMITTEE | Council |
| DATE | 4 April 2013 |
| REPORT TITLE | Pay Policy Statement 2013/14 |
| Report of | Personnel Manager |
| WARDS AFFECTED | All |

Summary of report:

The purpose of this report is to set out the Council's statutory obligation to adopt a pay policy statement in accordance with the provisions of the Localism Act.

Financial implications:

There are no financial implications as a result of this report.

RECOMMENDATIONS:

That the Council RESOLVES to adopt the pay policy statement (as attached at Appendix A) for 2013/14.

Officer contact:

Andy Wilson

Andy.wilson@swdevon.gov.uk

01803 861154

1. BACKGROUND

1.1. Section 38 of the Localism Act 2011 requires local authorities in England and Wales to produce and publish a statutory pay policy statement for 2012/2013 and each financial year thereafter. Once approved, the policy will be published on the Council's website.

1.2. The pay policy statement must be approved by a resolution of the Council before it comes into force and each subsequent statement must be prepared and approved before the end of the 31 March immediately preceding the financial year to which it relates.

2. ISSUES FOR CONSIDERATION

- 2.1. A draft pay policy statement is attached at Appendix A for consideration.
- 2.2. Under the terms of the statement, the Leader of Council will take independent pay advice from South West Councils or a similar body and make a recommendation on the level of remuneration for senior officers that will be subject to the approval of the Full Council as and when levels of remuneration are reviewed.

3. LEGAL IMPLICATIONS

- 3.1. The adoption of a pay policy statement is necessary to meet the Council's statutory obligations under the provisions of s. 38-43 of the Localism Act 2011.

4. FINANCIAL IMPLICATIONS

- 4.1. There are no financial implications arising from the adoption of the senior pay policy statement

5. RISK MANAGEMENT

- 5.1. The risk management implications are:

| Opportunities | Benefits |
|---|--|
| To meet the provisions of the Localism Act To give Members a greater say in the setting of senior officers level of remuneration | A transparent and accountable pay policy for senior officers |
| Issues/Obstacles/Threats | Control measures/mitigation |
| | |

| | |
|---|---|
| Corporate priorities engaged: | Community Life |
| Statutory powers: | S38 Localism Act 2011 |
| Considerations of equality and human rights: | There are no equality or human rights considerations |
| Biodiversity considerations: | There are no biodiversity considerations |
| Sustainability considerations: | There are no sustainability considerations |
| Crime and disorder implications: | There are no crime and disorder considerations |
| Background papers: | Localism Act: Pay policy statements guidance for local authority chief executives: LGA and SOLACE; 25/11/2011 |
| Appendices attached: | Pay Policy Statement |

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PAY POLICY STATEMENT

Purpose and scope of the Policy

1. Section 38 of the Localism Act 2011 (the Act) requires local authorities in England and Wales to produce a statutory pay policy statement for 2012/2013 and each financial year thereafter.
2. The pay policy statement must be approved by a resolution of the Council before it comes into force and each subsequent statement must be prepared and approved before the end of the preceding financial year to which it relates.
3. The Council may by resolution amend this pay policy statement at any time during the year, subject to the amended statement being published as soon as is reasonably practicable.
4. The Act requires local authorities to have regard to the guidance issued by the Secretary of State. The guidance draws upon the Code of Recommended Practice for Local Authorities on Data Transparency published by the Secretary of State on 29 September 2011, the commitment in the Coalition Agreement to strengthen councillors' powers to vote on large salary packages for council officers and the recommendations made by the Hutton Report published in March 2011 for promoting fairness in the public sector by tackling disparities between the lowest and highest paid in public sector organisations.
5. The pay policy statement brings together these strands of increasing accountability, transparency and fairness in the setting of chief officer pay.
6. The pay policy must set out the authority's policies for the financial year relating to—
 - 6.1. the remuneration of its chief officers,
 - 6.2. the remuneration of its lowest-paid employees, and
 - 6.3. the relationship between—
 - 6.3.1. (i) the remuneration of its chief officers, and
 - 6.3.2. (ii) the remuneration of its employees who are not chief officers.

7. For the purposes of this pay policy, and in accordance with section 43 (2) of the Act, the following officers are considered to be relevant chief officers and deputy chief officers within scope of the Councils' statutory obligation:
 - Chief Executive
 - Corporate Directors
 - Heads of Service (including s151 officer responsibilities)
 - Monitoring Officer
8. The above officers are collectively known as Chief Officers for the purpose of this pay policy statement.
9. In addition, the pay policy sets out the council's overall pay strategy that is applicable to all employees.

Shared Services

10. For the purposes of this pay policy statement, it should be noted that all of the identified chief officers operate under a shared service agreement with West Devon Borough Council and their salary costs are shared on an agreed basis. For the purpose of this pay policy statement, all shared chief officers are shown, notwithstanding the identity of their employing authority.

Remuneration for Chief Officers

11. The council has chosen to introduce local arrangements for senior manager pay because it believes that this delivers a better outcome in terms of manager performance and flexibility.
12. In reviewing the remuneration package for the chief officers identified above, the Leader of Council will take independent pay advice from South West Councils or a similar body and make a recommendation that will be subject to the approval of the Full Council.
13. The Leader of the Council may recommend to Full Council changes to the remuneration package following a review. Any changes to the remuneration packages will be subject to Full Council approval.
14. Salary increases in relation to cost of living will be made in line with the relevant recommendation of the National Joint Council for Local Government Services (the NJC) or other relevant national negotiating body for each chief officer.
15. The salary for the relevant chief officers will be 'spot' salaries, that is to say all officers will be paid in accordance with a fixed salary upon appointment and there will be no further incremental progression as a result of seniority, experience or performance.
16. Where possible, salary levels will be consistent with similar organisations, although the Council will retain the right to have due regard to market forces that

may affect its ability to recruit and retain high quality officers, whilst balancing this against the need to ensure value for money for residents.

17. The 'spot salary' is the only remuneration for work carried out. At present, there are no additional payments made to chief officers relating to performance or any other matters and no bonus is payable.
18. Additional payments are made by Central Government to officers carrying out additional duties at elections. The determination of the allowance is made by the Government and these payments are not within the scope of this policy. There are no payments made by the Council for election duties.
19. In accordance with the provisions of the Council's Travel and Subsistence Policy that applies equally to all employees, the relevant chief officers may attract an essential car user lump sum allowance and be reimbursed with business expenses subject to the submission of a claim with receipts. For 2013/14, all of the Chief Officers are designated as casual car users and will not receive an essential car user lump sum allowance, subject to the agreed transitional payments detailed in Appendix A(1).
20. From 1 April 2013, all business mileage will be reimbursed in accordance with the approved HMRC rates, currently 45p per mile. This replaces the previous policy under which business mileage was reimbursed at the higher rate agreed by the NJC, currently 50.5p per mile for essential users and 65p per mile for casual users.

Severance payments

21. Any termination payments payable to the relevant chief officers will be in accordance with the Council's Redundancy and Interests of Efficiency Policy. All such payments are equally applicable to all employees and no additional payments will be made without the express approval of the Full Council. All severance payments are subject to the provisions of the Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2006, as amended.

Relationship with the remuneration of other employees of the Council

22. The Hutton Report identified that the most appropriate way of measuring pay dispersion within an organisation is the multiple of Chief Executive to median earnings. Tracking this multiple will ensure that the Council is accountable for the relationship between the pay of its executives and the wider workforce. Through this pay policy statement, the Council will track this multiple on an annual basis and will publish the following information on its website each year (see Appendix A(1)):

- The level and elements of remuneration to each relevant chief officer
- The remuneration of the lowest paid employees
- The relationship between the remuneration of the chief executive and the median earnings of all employees

- Other specific aspects of relevant chief officer remuneration
23. Each year the published data will be reviewed by the Leader of the Council and if the multiplier between the Chief Executive and the lowest paid employee within the Council exceeds a factor of 10, the Leader shall present a report to the Full Council for consideration.
24. For the purposes of this pay policy statement, the 'lowest paid employees' are identified as those employees carrying out a substantive role within the Council's established workforce with the lowest annual full-time equivalent salary.
25. The 'median earnings' have been identified by listing all salaries paid to employees in ascending order and finding the salary paid to the employee ranked in the middle of the list.

The Council's overall pay strategy

26. In determining the pay and remuneration of its employees, the council will comply with all relevant employment legislation. This includes the Equality Act 2010, the Part Time Employment (Prevention of Less Favourable Treatment) Regulations 2000, the Agency Worker Regulations 2010, the Fixed Term Employees (Prevention of Less Favourable Treatment) Regulations 2002 and, where relevant, the Transfer of Undertakings (Protection of Earnings) Regulations. With regard to the Equal Pay requirements contained in the Equality Act, the council ensures that all pay arrangements are fair and transparent through the use of Job Assessment methods.
27. The council takes the following approach to assessing individual and overall pay levels:
- Defining the role – a job description is produced that describes the activities, responsibilities and accountabilities which relate to each job within the council. This helps to ensure that the role and its requirements are fully understood by the individual and the manager and enables the council to assess the performance of its staff and so improve efficiency and effectiveness.
 - Determining the job size – the council has developed its own job assessment technique that enables the direct comparison of jobs across the council in a fair, transparent and consistent way.
28. The council's pay structure is based on the pay spine agreed by the NJC. Employees receive 'cost of living' increases in pay in line with NJC Agreements but there has been no national pay award since April 2009.
29. Using the nationally agreed NJC pay spine, the council determines locally the appropriate grading structure, taking into account the need to ensure value for money in respect of the use of public finances balanced against the need to recruit, retain and motivate employees who are able to provide high quality and efficient services to the community.

30. To encourage employees to develop in their role and to improve their performance, the council has arranged its pay levels within a series of pay grades. Each grade typically contains between 4 and 5 pay levels or increments. Progression through the pay grade is dependent on meeting identified performance targets and is assessed through the council's staff appraisal scheme.
31. The council uses fixed spot salary pay rates for some groups of workers in conjunction with approved and established bonus schemes.
32. From time to time, the council may pay special allowances to an employee in specific circumstances and in accordance with its policy, such as to reward an employee who temporarily takes on additional responsibilities.
33. From time to time, the council may make a one-off merit pay award to an employee in specific circumstances and in accordance with its policy, such as to reward exceptional performance.
34. Subject to qualifying conditions, employees have a right to belong to the Local Government Pension Scheme. The employee contribution rates, which are defined by statute, currently range between 5.5% for those on the lowest incomes to 7.5% for the highest income earners. The Employer contribution rates are set by Actuaries and are reviewed on a triennial basis to ensure the scheme is appropriately funded.

Appendix A (1)

1. The levels and elements of remuneration for each Chief Officer are as follows:

| Post | Salary (£) | Car allowance (£) ** |
|---|------------|----------------------|
| Chief Executive * | 115,000 | 619.20 |
| Directors x 2 | 72,000 | 240.60 |
| Head of Service x 3 | 62,000 | 240.60 |
| Head of Service x 4* | 62,000 | 619.12 |
| Monitoring Officer* | 48,230 | 0 |
| * employed by West Devon Borough Council | | |
| ** agreed transitional payment before withdrawal of allowance in April 2014 | | |

Please note: All chief officers operate under a shared service agreement with West Devon Borough Council and all salary and associated costs are shared on an agreed basis between the two councils.

Following major organisational change in April 2011, the total salary cost of the shared senior management structure at South Hams District Council and West Devon Borough Council is £745,529pa. This compares with the previous total salary cost of the shared management structure across the two councils of £1,277,812 pa.

2. The full-time equivalent annual salary of the lowest paid employee is an administrative assistant, paid in accordance with spinal column point 8 of the National Joint Council for Local Government Services pay spine, currently £13,189.
3. The annual median salary of all employees is £19,126.
4. The Chief Executive's salary is a pay multiple of 6.01 times the median earnings.
5. The Chief Executive's salary is a pay multiple of 8.72 times the lowest paid employee.

MINUTES OF THE MEETING OF COUNCIL

HELD AT FOLLATON HOUSE, TOTNES ON THURSDAY, 4 APRIL 2013

| Members in attendance | | | |
|------------------------------|---------------------------------|--------------------------------------|------------------------|
| * Denotes attendance | | ∅ Denotes apology for absence | |
| * | Cllr K J Baldry | * | Cllr M J Hicks |
| * | Cllr A D Barber | * | Cllr P W Hitchins |
| * | Cllr H D Bastone | * | Cllr J M Hodgson |
| ∅ | Cllr J H Baverstock | * | Cllr T R Holway |
| * | Cllr J I G Blackler | ∅ | Cllr L P Jones |
| * | Cllr I Bramble | * | Cllr D W May |
| * | Cllr J Brazil | * | Cllr C M Pannell |
| * | Cllr C G Bruce-Spencer | * | Cllr J T Pennington |
| * | Cllr B F Cane | * | Cllr R Rowe (Chairman) |
| * | Cllr B E Carson (Vice Chairman) | * | Cllr M F Saltern |
| * | Cllr R J Carter | ∅ | Cllr P C Smerdon |
| * | Cllr B S Cooper | * | Cllr J W Squire |
| * | Cllr S E Cooper | * | Cllr R C Steer |
| * | Cllr P Coulson | * | Cllr M Stone |
| * | Cllr P K Cuthbert | * | Cllr R J Tucker |
| ∅ | Cllr R J Foss | * | Cllr R J Vint |
| * | Cllr R D Gilbert | ∅ | Cllr L A H Ward |
| * | Cllr A S Gorman | * | Cllr J A Westacott MBE |
| * | Cllr M J Hannaford | * | Cllr K R H Wingate |
| * | Cllr J D Hawkins | * | Cllr S A E Wright |

| Item No. | Minute Ref No below refers | Officers in attendance and participating |
|------------------------------------|-----------------------------------|---|
| All | | Democratic Services Manager |
| All, with the exception of Item 13 | | Chief Executive and Monitoring Officer |
| Item 11 | 78/12 | Environment Services Manager |

72/12 MINUTES

The minutes of the meeting of the Council held on 14 February 2013 were confirmed as a correct record and signed by the Chairman.

73/12 DECLARATIONS OF INTEREST

Members were invited to declare any interests in the items of business to be considered during the course of the meeting, but there was none made.

74/12 CHAIRMAN'S ANNOUNCEMENTS

The Chairman made particular reference to two recent events which she had attended. Firstly, the Exeter Lord Mayors Banquet and secondly, her invitation to the blessing of the Hope Cove Lifeboat.

75/12 QUESTIONS

It was noted that no questions had been received in accordance with Council Procedure Rule 8.

76/12 NOTICE OF MOTION

It was noted that one motion had been received in accordance with Council Procedure Rule 10.1.

(a) **By Cllrs Tucker and Hicks**

“How can we influence the viability and future of the Totnes Railway Station? Can the Council write to the Department of Transport, the Chairman of First Great Western and our local MPs, Gary Streeter MP and Dr Sarah Wollaston MP to ensure that fairness prevails.”

In his introduction, the proposer advised that the motion had generated a great deal of media interest. The intention of the motion had been to raise (and attempt to address) the vast differences in train ticket prices at local stations. It had been recently evidenced that tickets to London from Totnes cost £121, whereas the equivalent tickets from Newton Abbot and Plymouth cost £48 and £55 respectively.

In emphasising the importance of Totnes station to the district wide economy (600,000 users last year), the proposer felt that more cheaper advanced tickets should be made available. In addition, the local economy needed more trains to stop at Totnes station and it was noted that the same issue was arising at Tiverton Parkway station.

In discussion, the following points were raised:-

- (a) In referring to a paper which he had tabled to the meeting, a Member expressed his concern that he and his fellow local ward Members had not been consulted prior to this motion being submitted. In addition, the Member felt disappointed that the local Transport Community Group had not been consulted. In reply, other Members commented that the issue affected every town and parish in the South Hams and, in light of the lack of progress over this discrepancy, the effectiveness of the Community Group was questioned;

- (b) It was also felt that the high cost of parking at Totnes station, in comparison to other local stations; the dependency upon ticket machines; and the complexities of train fares needed to be re-considered;
- (c) A Member questioned whether this was a deliberate ploy by the rail company to ultimately reduce the number of trains stopping at Totnes station;
- (d) The proposer agreed to also write to those rail companies who were interested in taking on the franchise.

It was then:

RESOLVED

With regard to how the Council could influence the viability and future of the Totnes Railway Station, that the Council write to the Department of Transport, the Chairman of First Great Western and our local MPs, Gary Streeter MP and Dr Sarah Wollaston MP to ensure that fairness prevails.

77/12 PRESENTATION FROM THE LEAD EXECUTIVE MEMBER FOR CORPORATE SERVICES

In accordance with Council Minute Number 55/10, the Lead Executive Member for Corporate Services was invited to provide a presentation on the current achievements, aims and challenges which were ongoing within his portfolio area.

In introducing the presentation, the Lead Executive Member advised that it was his intention to focus upon the added value and input which he brought to the role. In thanking all staff in Corporate Services, the Member advised that such input included: holding regular meetings; listening; leading; taking tough decisions; providing strategic direction; bringing forward ideas and initiatives; and ensuring compliance with approved policies and strategies.

Upon the conclusion of the presentation, a question was raised in relation to the impact of establishing a case management system for Legal Services. In reply, the Lead Member stated that on many occasions, Members did not know who was dealing with a particular case and it was important to address this matter. As a general point, the Member stated the importance of maintaining the momentum which had been gained following the Legal Services review.

78/12 **PRESENTATION FROM THE LEAD EXECUTIVE MEMBER FOR ENVIRONMENT SERVICES**

In accordance with Council Minute Number 55/10, the Lead Executive Member for Environment Services was invited to provide a presentation on the current achievements, aims and challenges which were ongoing within his portfolio area.

In the subsequent discussion, the following points were raised:-

- It was confirmed that new car parking machines did not give change in light of the security implications associated with holding money. It was acknowledged that the recent implementation of RinGo (cashless parking system) would help to solve this issue;
- In reference to an ongoing initiative on the use of local products to produce fuel, the lead Member asked to be provided with more information to ensure it is appropriately considered;
- Assurances were given that the public conveniences review did not differentiate between those located in towns and parishes and the merits of each one would be considered fairly and equally.

79/12 **REPORT OF THE POLITICAL STRUCTURES WORKING GROUP**

A report was considered which sought to advise Members of the discussions and recommendations arising from a recent meeting of the Political Structures Working Group.

In discussion, particular reference was made to:-

- (a) the proposal to reduce the number of formal Council meetings held each year. In light of a concern, the Leader emphasised the importance of officers giving greater onus to forward planning to ensure that any date constrained decisions were programmed accordingly;
- (b) some concerns expressed at the proposal to discontinue Executive Member presentations to Council. Some Members felt that these currently provided a good opportunity to hear what each Executive Member had been up to within their respective service areas. In reply, the point was made that it was not the intention of the Working Group to eradicate this process, but to bring it into the Informal Council forum, which would enable for greater opportunity to focus upon specific areas;
- (c) the use of electronic voting equipment. In line with the transparency agenda, Members expressed their support for this proposal and wished for all votes taken using the equipment to be recorded in the minutes of that meeting. It was acknowledged that this wish could be incorporated into the annual review of the Council Constitution;

- (d) the start times of Development Management Committee meetings. The Chairman of the Committee informed that he fully endorsed the Working Group recommendation in this regard. A Member felt that the proposed recommendation should also be extended to include those occasions when a meeting agenda was particularly long. This proposal was subsequently endorsed.

It was then:

RESOLVED

1. That it be noted that a report will be presented to the Executive meeting on 6 June 2013 entitled: 'New Approach to Budget Setting and Monitoring';
2. That the number of ordinary formal Council meetings held each Municipal Year be reduced to four;
3. That the practice of lead Executive Members conducting presentations to Council on their respective service areas be discontinued;
4. That electronic voting equipment be purchased from the recurring revenue budget, which was set aside for the installation of the audio/visual system in the Council Chamber;
5. That the principle of webcasting public meetings be explored and reconsidered at a future meeting of the Working Group;
6. That on the occasions when the Development Management Committee is scheduled to consider Major (or particularly controversial and/or a large number of) planning applications, these meetings commence at 10.00am;
7. That Development Forums be convened to take place on the afternoon of Executive meeting days; and
8. That the responsibilities of the Tree and Hedge Appeal Group be transferred to the Development Management Committee.

(NOTE: At this point, the Chief Executive, Corporate Directors, Monitoring Officer and those Heads of Service in attendance left the meeting room).

80/12 PAY POLICY STATEMENT 2013/14

A report was considered which set out the Council's statutory obligation to adopt a pay policy statement in accordance with the provisions of the Localism Act.

In discussion, a Member expressed her concern at the multiple levels between the salaries of the highest and lowest earning officers and felt that this disparity was unjust and required further consideration in the future.

It was then:

RESOLVED

That the pay policy statement (as attached at Appendix A of the presented agenda report) for 2013/14 be adopted.

(NOTE: At the conclusion of the vote on this item, the Chief Executive, Corporate Directors, Monitoring Officer and those Heads of Service in attendance returned to the meeting room).

81/12 **REPORTS OF BODIES**

RESOLVED

That the minutes and recommendations of the undermentioned bodies be received and approved subject to any amendments listed below:-

- | | | |
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| (a) | Development Management Committee | 13 February 2013 |
| (b) | Council Tax Setting Panel | 26 February 2013 |
| (c) | Economy & Environment Scrutiny Panel | 7 March 2013 |

A Member advised that he was in attendance at this meeting, but this was not reflected in the draft minutes. In reply, it was noted that this would be presented to the Panel at its next meeting as a suggested amendment before these minutes were signed off as a 'true and correct record'.

EE.38/12 Development of a Policy for Renewable Energy

The Panel Chairman updated Members that the interim guidance notes had now been approved by the Executive for consultation and asked that these be highlighted at town and parish council meetings.

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| (d) | Development Management Committee | 13 March 2013 |
| (e) | Community Life & Housing Scrutiny Panel | 14 March 2013 |

(Meeting commenced at 2.00 pm and concluded at 3.40 pm)

Chairman