

Agenda

Council

Thursday, 10 February 2022 at 7.30 pm

New Council Chamber, Town Hall, Reigate



This meeting will take place in accordance with Government guidance. Members will assemble at the Town Hall, Reigate.

Please wear a face covering at all times in the chamber, except when you are speaking.



Members of the public may observe the proceedings live on the Council's [website](#).

Members of Reigate and Banstead Borough Council are respectfully summoned to attend a meeting of the Borough Council on Thursday 10 February 2022 at 7:30 p.m.

Prior to commencement of the meeting, prayers will be said by the Mayor's Chaplain

Mari Roberts-Wood
Head of Paid Service

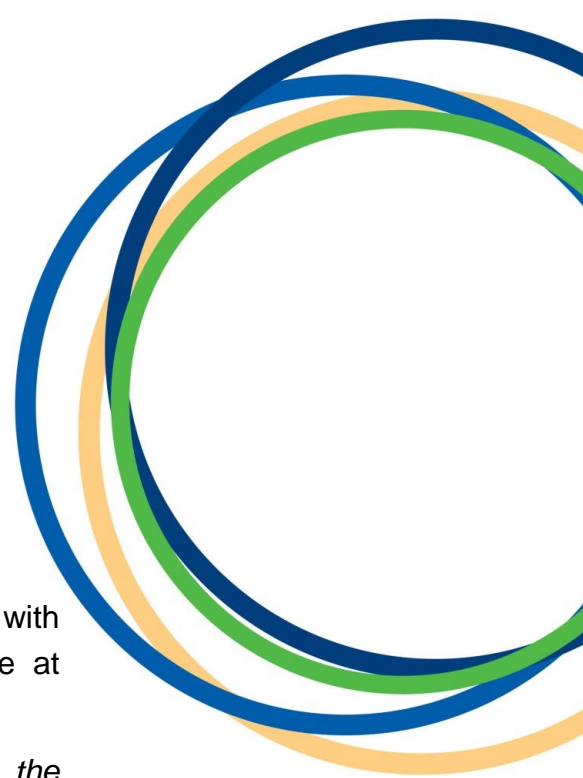
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Published 03 February 2022

Reigate & Banstead
BOROUGH COUNCIL
Banstead | Horley | Redhill | Reigate



1. Minutes (Pages 5 - 10)

To sign the Minutes of the meeting of the Council held on 2nd December 2021.

2. Apologies for absence

To receive any apologies for absence.

3. Declarations of interest

To receive any declarations of interest.

4. Urgent business

To consider any urgent business.

5. Public questions

To consider any questions received from members of the public under Council Procedure Rule 13.

6. Questions by Members

To consider any questions received from Members of the Council under Council Procedure Rule 14.

7. Recommendations (Pages 11 - 22)

To receive and consider the recommendations of the Council's Executive, committees and sub-committees, including:

Executive meeting held on 27th January 2022:

- Minute 61 – Budget & Capital Programme 2022/23.
- Minute 62 – Council Tax setting 2022/23.
- Minute 63 – Calendar of Meetings for 2022/23.

Executive meeting held on 16th December 2021:

- Minute 52 - Treasury Management Mid-Year Report 2021/22.

8. Pay Policy Statement 2022/23 (Pages 23 - 34)

To approve the Pay Policy Statement 2022/23.

9. Statements

To receive any statement from the Leader of the Council, Members of the Executive, Chairmen of Committees or the Head of Paid Service.

10. Leader's announcements

To receive any announcements by the Leader of the Council.

11. Mayor's announcements

To receive any announcements from the Mayor.



Our meetings

As we would all appreciate, our meetings will be conducted in a spirit of mutual respect and trust, working together for the benefit of our Community and the Council, and in accordance with our Member Code of Conduct. Courtesy will be shown to all those taking part.



Streaming of meetings

Meetings are broadcast live on the internet and are available to view online for six months. A recording is retained for six years after the meeting. In attending any meeting, you are recognising that you may be filmed and consent to the live stream being broadcast online, and available for others to view.



Accessibility

The Council's agenda and minutes are provided in English. However, the Council also embraces its duty to anticipate the need to provide documents in different formats, such as audio, large print or in other languages. The Council will provide such formats where a need is identified prior to publication or on request.



Notice is given of the intention to hold any part of this meeting in private for consideration of any reports containing "exempt" information, which will be marked accordingly.

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BOROUGH OF REIGATE AND BANSTEAD

COUNCIL

Minutes of a meeting of the Council held at the New Council Chamber - Town Hall, Reigate on 2 December 2021 at 7.30 pm.

Present: Councillors J. S. Bray (Mayor), R. S. Turner (Deputy Mayor), M. A. Brunt (Leader), T. Schofield (Deputy Leader), R. H. Ashford, J. Baker, R. Biggs, M. S. Blacker, G. Buttironi, P. Chandler, J. C. S. Essex, N. D. Harrison, J. Hudson, S. A. Kulka, J. P. King, V. H. Lewanski, S. Parnall, J. E. Philpott, R. Ritter, K. Sachdeva, S. Sinden, C. Stevens, M. Tary and R. Absalom.

Also present: Councillors G. Adamson, T. Archer, J. Booton, Z. Cooper, M. Elbourne, R. Harper, A. M. Lynch, R. Michalowski, C. M. Neame, D. Torra, S. T. Walsh and F. Kelly.

41. MINUTES

RESOLVED that the Minutes of the meeting of Council held on 23 September 2021 be approved as a correct record and signed.

42. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Bramhall, Feeney, Harp, Horwood, Humphreys, A King, McKenna, Moses and Whinney.

43. DECLARATIONS OF INTEREST

There were none.

44. URGENT BUSINESS

There was none.

45. PUBLIC QUESTIONS

There were no public questions.

46. QUESTIONS BY MEMBERS

Seven questions on notice were asked, and responses given, in accordance with Council Procedure Rule 2.15 as follows:

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Question by	Answered by	Subject
Cllr Sinden	Executive Member for Corporate Policy and Resources, Cllr Lewanski	Electric Car Charging Points
Cllr Essex	Executive Member for Housing and Support, Cllr Neame	Household Support Grant
Cllr Stevens	Executive Member for Leisure and Culture, Cllr Sachdeva	The Harlequin
Cllr Chandler	Executive Member for Neighbourhood Services, Cllr Bramhall	New Pond Farm
Cllr Chandler	Executive Member for Neighbourhood Services, Cllr Bramhall	Allotments at New Pond Farm <i>(to be answered in writing)</i>
Cllr McKenna	Executive Member for Planning Policy and Place Delivery, Cllr Biggs	Marketfield Way
Cllr Ritter	Executive Member for Planning Policy and Place Delivery, Cllr Biggs	Job Creation from New Developments

Note: For more information on responses to Council questions, please see this page on the Council's website: <https://reigate-banstead.moderngov.co.uk/ecCatDisplay.aspx?sch=doc&cat=13264>.

47. RECOMMENDATIONS

RESOLVED that the recommendation of the Audit Committee, from its meeting on 25 November 2021 (Minute 28), be adopted.

48. STATEMENTS

Councillor Rosemary Absalom, Council Representative on Surrey Hills Area of Outstanding Natural Beauty Board

Councillor Absalom explained that Natural England were reviewing the boundary of the Surrey Hills Area of Outstanding Natural Beauty. Natural England were seeking views on the extension of the boundary until January 2022. Councillor Absalom encouraged members and residents to consider whether additional areas should be included in the boundary and submit their evidence to Natural England.

49. MOTION: ADOPTION OF THE INTERNATIONAL HOLOCAUST REMEMBRANCE ALLIANCE DEFINITION OF ANTISEMITISM

The Leader of the Council, Councillor Brunt, moved the motion which asked the Council to resolve to adopt the International Holocaust Remembrance Alliance's (IHRA) definition of antisemitism.

Councillor Kulka seconded the motion and expressed his belief that the Council should do whatever it could to stop irrational abuse.

Members highlighted the importance of:

- Ensuring the definition, once adopted, isn't misinterpreted or misused.
- Ensuring that the rights of one group don't preclude the rights of other groups.
- The Council's desire that there is no unlawful discrimination in our community.

RESOLVED to adopt the IHRA definition of antisemitism:

'Antisemitism is a certain perception of Jews, which may be expressed as hatred toward Jews. Rhetorical and physical manifestations of antisemitism are directed toward Jewish or non-Jewish individuals and/or their property, toward Jewish community institutions and religious facilities.'

50. MOTION: ALLOWANCE FOR MEMBERS TO VOTE ONLINE

Councillor Essex, on behalf of Councillor McKenna, moved the motion which called for the Leader of the Council to write to the Secretary of State to request that Councillors in England be able to meet and vote online. In moving the motion, Councillor Essex explained that during the Covid-19 pandemic, the Council had learnt to work flexibly, with Members contributing remotely.

Councillor Chandler seconded the motion, and in doing so expressed the view that changes to the rules would enable people to stand for election where previously they were unable to.

Members made the following comments in support of the motion:

- That, whilst it was best that Members attended in person, Members should not be excluded from participating if they were unable to attend for any reason.
- That the motion was a result of learning from the Covid-19 pandemic, but would continue beyond the pandemic.
- That the change would allow the Council to be more modern, efficient, effective, pro-active and flexible.
- That it would give further opportunities to Councillors who are parents and carers to fully participate in Council business.
- That the pandemic demonstrated that remote meetings were just as effective as in person meetings.

In opposition to the motion, the following comment was made:

- That the Council should continue with in person meetings as there was value in casting a vote in person.

Upon a vote it was **RESOLVED** that the Council called for the Leader to write to the new Secretary of State, to call for parity across the UK and enable councillors in England, including in Reigate and Banstead, to meet and vote online as they see fit.

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51. CONSTITUTION REVIEW

At the invitation of the Mayor, the Monitoring Officer introduced the report. A review of the Constitution had been undertaken by the Monitoring Officer and relevant Officer and Member groups had been consulted. A number of changes were recommended which would provide certainty and clarity around decision making and governance, as well as the introduction of a new format in line with corporate standards and accessibility.

Councillor Schofield moved the recommendation, and in doing so explained that the changes would bring the Constitution up to date with best practice.

Councillor Biggs seconded.

During the discussion it was requested that paragraph 6.9 of the Officer Scheme of Delegation be amended to include consultation with the Head of Service with responsibility for Human Resources.

RESOLVED that the changes to the Constitution set out in Annex 1, the addendum and the inclusion of consultation with the Head of Service with responsibility for Human Resources at paragraph 6.9 of the Officer Scheme of Delegation, be approved.

52. COUNCIL TAX BASE 2022/23

At the invitation of the Mayor, the Interim Head of Paid Service introduced the report, which was the annual technical report to confirm the Tax Base that would be used for setting council tax for 2022/23. It also included the tax bases for Salfords & Sidlow Parish Council and Horley Town Council in order that they may prepare their budgets and precepts. The tax base was also used by the County Council and the Police & Crime Commissioner to set their council tax.

The recommendations included provision for the Chief Financial Officer, in consultation with the Deputy Leader & Portfolio Holder for Finance & Governance, to make any final changes to the numbers ready for the final budget report to Council in February.

Councillor Schofield moved the recommendation, explaining that it was a key piece of information for the budget setting process.

Councillor Biggs seconded.

RESOLVED:

- i) That Council approve a Council Tax Base for 2022/23 for the purpose of setting the Collection Fund budget of 62,274.70 Band D equivalents, this being a net increase in the Tax Base on 2021/22 of 1.50%
- ii) That Council delegate authority to the Chief Financial Officer in consultation with the Deputy Leader & Portfolio Holder for Finance to make further adjustments to the final tax base where necessary to reflect any changes in the underlying assumptions and report the outcome to Executive in January.

***Clerk's note:** The Interim Head of Paid Service, Mari Roberts-Wood, left the meeting upon conclusion of this item, and did not return.*

53. DESIGNATION OF HEAD OF PAID SERVICE

At the invitation of the Mayor, the Director of Place introduced the recommendation to designate Mari Roberts-Wood (Interim Head of Paid Service and Director of People Services) as Head of Paid Service.

Councillor Lewanski moved the recommendation and Councillor Brunt seconded.

Members expressed support for the recommendation as the right decision for the Council and residents.

RESOLVED that Mari-Roberts-Wood (Interim Head of Paid Service and Director of People Services) be designated as Head of Paid Service.

54. LEADER'S ANNOUNCEMENTS

The Leader of the Council, Councillor Brunt, announced that, following the nomination process, the Mayor-elect for 2022/23 would be Councillor Frank Kelly, in recognition of his two previous terms as Deputy Mayor.

55. MAYOR'S ANNOUNCEMENTS

Remembrance Services

The Mayor thanked the uniformed groups for their hard work in making the services of Remembrance special occasions, and the Harlequin technical team for lighting up the Town Hall.

High Sheriff Visit

The Mayor had welcomed the High Sheriff of Surrey, Dr Julie Llewlyn, on a tour of the borough. This included visits to YMCA East Surrey and the Earlswood Depot where the High Sheriff awarded certificates to the Council's Green Spaces, Refuse and Recycling, Parking, Joint Enforcement Team and Street Cleansing teams.

The High Sheriff had been impressed with the work carried out in the borough and a follow up visit would be arranged to include a visit to the Beacon School and a tour of YMCA activities in Merstham.

Michael Wilson CBE

The Mayor paid tribute to the work of Michael Wilson CBE who had retired from his post as Chief Executive Officer of East Surrey Hospital.

Charity Events

The Mayor announced that over £3,600 had been raised at a Quiz Night fundraiser for YMCA East Surrey, with all proceeds going to the Life Change Fund.

The YMCA East Surrey Santa Run was to take place on Sunday 5 December.

A screening of the Nutcracker Live would take place at the Harlequin on Thursday 9 December. All proceeds would go to Age Concern Banstead and YMCA East Surrey.

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Civic Carole Service

The Mayor announced that the Civic Carol Service would take place on Sunday 12 December at the United Church of St Mark's, Tattenham Corner.

Awarding of Part Mayor's Badges

The Mayor awarded Councillor Rosemary Absalom with a Past Mayor's Medallion. The Mayor thanked Councillor Absalom for the hard work she undertook as Mayor. This included many virtual engagements during the pandemic as well as Covid-19 safe fundraisers such as an online raffle, art competition and a sponsored walk undertaken by the Mayor's Consort.

The Mayor also thanked Councillor Kelly, the past Deputy Mayor, and the past-Deputy Mayoress, Mrs Kelly, for their support to Councillor Absalom.

The Meeting closed at 8.53 pm

Recommendation from the Executive – 27 January 2022

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reference
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Budget & Capital Programme 2022/23

Executive Member for Finance and Governance, Councillor Schofield, introduced the Budget 2022/23 & Capital Programme 2022 to 2027 report. This presented the final proposals for 2022/23 onwards resulting in a net revenue budget requirement of £19.980 million (which was £2.585 million higher than the budget for 2021/22) along with a recommended council tax increase of £5 for an average Band D property.

Service budget growth of £785k was recommended, mainly due to a £1.1m reduction in income from car parking and £115k reduction in benefit subsidy, partly offset through parking and efficiencies in Service Budgets of £430k. Central budgets are also set to rise by £1.8m to fund staff pay increases, pension contributions and borrowing costs for the delivery of the approved Capital Programme.

The proposals had been subject to a thorough review by Members of the Budget Scrutiny Panel and the Overview & Scrutiny Committee.

In response to questions from Visiting Members it was confirmed that:

- Pay negotiations were ongoing. The rising costs of living affected all residents. Executive Members were raising this issue with the government and MPs.
- The budget allowed for an additional crew to carry out the extra recycling work that was expected. This recycling revenue may be greater than the costs of the additional crew, but this was an estimate as it depended on the payments the Council finally received for recycling.
- The environmental sustainability budget allowed for additional work and costs involved in carrying out the Strategy.
- The collection fund payments were paid to the County Council and Police Authority based on an agreed schedule during the year; the final position is then confirmed at a later stage.

The Chair of Overview and Scrutiny Committee, Councillor Harrison, explained that the Budget Scrutiny Panel and the Overview and Scrutiny Committee had examined the proposed budget in depth at December meetings. Overview

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and Scrutiny Committee had also looked at the final proposed budget changes at its meeting on 20 January. It was noted that the budget gap had been met. The Committee was pleased that the Executive had been able to continue to fund the taxi voucher scheme. The Committee had asked for a note about the likely impact on inflation and the Council's utility costs before Council met to approve the budget on 10 February. Councillor Harrison thanked the Executive and Officers for their work on this year's budget plans. He stressed the importance of the financial sustainability plan for next year's budget.

The Leader noted the responses to the public consultation from the residents and local groups. He thanked Executive Members and Officers for their work to close the budget gap which had been helped by receiving government funding. This government support had now ended so difficult decisions remained next year. He was pleased to see that the level of funding for the Banstead Commons Conservators had been maintained and was due to meet with them to work through their financial sustainability plans.

RESOLVED:

That Executive RECOMMEND to Council:

- 1) The latest Medium-Term Financial Plan forecast at Annex 1.**
- 2) A Revenue budget requirement of £19.980 million for 2022/23, as set out in this report and at Annex 2, which reflects:**
 - **Service budget savings of (£0.430) million (net); including additional savings of (£0.315 million) at Annex 2;**
 - **Service budget growth for Government funding reductions of £0.115 million;**
 - **Service budget growth for parking income losses of £1.100 million; plus**
 - **Central budget growth of £1.800 million.**
- 3) An increase in Reigate & Banstead's Band D Council Tax of £5.00 (2.11%) and a final tax base of 62,274 Band D equivalents;**
- 4) The forecast for Revenue Reserves (Annex 3) and the recommended use of £1.777 million from Reserves in 2022/23 comprising:**

- **£0.115 million from the Government Funding Risks Reserve to fund reduced housing benefit subsidy; and**
 - **£0.350 million from the Pensions Reserve to fund 2022/23 employer pension contributions; and**
 - **£1.100 million from the COVID-19 Risks Reserve to fund reduced income from parking fees; and**
 - **£0.212 million from the General Fund Balance to support the 2022/23 Revenue Budget;**
- 5) A Capital Programme of £45.297 million for 2022/23 to 2026/27 as set out in this report and at Annexes 4.1 and 4.2, including net Capital Programme Growth Proposals of £4.993 million.**
- 6) The Chief Finance Officer's report on the robustness of the Budget estimates and adequacy of Reserves.**

That Executive authorised:

- 7) The Chief Finance Officer to make any necessary final technical adjustments to the Budget and Council Tax arising from final budget refinements or changes to Government funding.**

That Executive noted:

- 8) Plans to submit IT Strategy investment proposals for approval by Executive.**

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Recommendation from the Executive – 27 January 2022

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reference
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Council Tax 2022/23

The Executive Member for Finance and Governance, Councillor Schofield, introduced the Council Tax Setting 2022/23 report to the Executive. This will be debated by Full Council on 10 February. The reasons for this Council's recommended increase of £5 (2.11%) were set out in the Budget report. The Reigate and Banstead element of Council Tax was just under 12% of the combined Band D Council Tax (including precepts) which will increase by £93.97 or 4.2% in total from April.

RECOMMENDED to Council:

1) That it be noted that on 2 December 2021 the Council calculated:

a) the Council Tax base 2022/23 for the whole Council as 62,274

[Item T in the formula in Section 31B(3) of the Local Government Finance Act 1992, as amended (the "Act")]
and,

b) for dwellings in those parts of its area to which a Parish precept relates:

- Horley Town Council
10,766**
- Salfords & Sidlow Parish Council
1,434**

The 'tax base' is the number of Band D equivalent dwellings in a local authority area.

Detailed calculations of the Council Tax were set out in Annexes 1, 2 & 3.

2) Calculated that the Council Tax requirements for the Council's own purposes for 2022/23 (excluding Parish precepts) is £15,099,124.

3) That the following amounts be calculated for the year 2022/23 in accordance with Sections 31 to 36 of the Act:

- a) £70,550,416 – being the amounts which the Council estimates for the items set out in Section 32(2) of the Act taking into account all precepts issued to it by Parish Councils**
- b) £56,316,870 – being the aggregate of the amounts which the Council estimates for the items set out in Section 32(3) of the Act.**

- c) £13,978,546 – being the amount which the aggregate at 3(a) above exceeds the aggregate at 3(b) above, calculated by the Council in accordance with Section 32(4) of the Act as its Council Tax requirement for the year (item R in the formula in Section 32(4) of the Act).
- d) £224.47 – being the amount at 3(c) above (Item R), all divided by Item T (1(a) above), calculated by the Council, in accordance with Section 33(1) of the Act, as the basic amount of its Council Tax for the year (including Parish Precepts).
- e) £507,416 - being the aggregate amount of all special items (Parish precepts) referred to in Section 34(1) of the Act (as per the attached Appendix).
- f) £242.46 - being the amount at 3(d) above less the result given by dividing the amount at 3(e) above by item T (1(a) above), calculated by the Council, in accordance with Section 34(2) of the Act, as the basic amount of its Council Tax for the year for dwellings in those parts of its area to which no Parish precept relates.
- g) Horley Town Council £285.63
Salfords & Sidlow Parish Council £272.18

Being the amounts given by adding to the amount at 3(f) above the amounts of the special items relating to dwellings in those parts of the Council's area mentioned above divided in each case by the amount at 1(b) above, calculated by the Council, in accordance with Section 34(3) of the Act, as the basic amounts of its Council Tax for the year for dwellings in those parts of its area to which one or more special items relate.

4) It be noted that the figures in the attached Appendix being the amounts given by multiplying the amounts at 3(f) and 3(g) above by the number which, in the proportions set out in Section 5(1) of the Act, is applicable to dwellings listed in a particular valuation band divided by the number which in that proportion is applicable to dwellings listed in valuation band D, calculated by the Council, in accordance with Section 36(1) of the Act, as the amounts to be taken into account for the year in respect of dwellings listed in different valuation bands.

5) Having calculated the aggregate in each case of the amounts 1 to 5, above, the Council, in accordance with Section 30(2) of the Act, hereby sets the amounts of Council Tax for the year 2022/23 for each of the categories of dwellings shown in Annex 3.

6) It be noted that for the year 2022/23 Surrey County Council and Surrey Police and Crime Commissioner have not yet stated amounts in precepts issued to the Council, in accordance with Section 40 of the Act, for each of the categories of dwellings shown in Appendix 2.

7) The Chief Finance Officer be authorised to make any amendments to the Council Tax demands as might prove necessary as the result of changes to the estimated demands issued by preceptors on the Council's Collection Fund.

Clerk's Note: The recommendations at (3) (a) – (d) are to be amended in an Addendum to the Council agenda, in accordance with the delegated authority under recommendation (7) for the Chief Finance Officer to make any amendments to the Council Tax demands as might prove necessary as the result of changes to the estimated demands issued by preceptors on the Council's Collection Fund.

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Recommendation from the Executive – 27 January 2022

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Calendar of Meetings 2022/23

The Executive was asked to consider the draft Calendar of Meetings for the 2022/23 Municipal Year (Annex) for approval by Council on 10 February.

The Leader introduced the report which sets out a timetable to ensure the efficient and effective conduct of Council business for the forthcoming Municipal Year. This draws upon the pattern of previous years and included the additional Bank Holiday in June. The Calendar balanced the need for regular Planning Committees while fitting in Executive and Council meetings.

The draft Calendar had gone to Overview and Scrutiny Committee on 20 January 2022 who made no observations.

Executive Members also made no further observations.

RESOLVED that Executive RECOMMEND to Council that:

- 1. The draft Calendar of Meetings for the 2022/23 Municipal Year (Annex 1) be approved.**

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Recommendation from the Executive – 16 December 2021

Minute
reference
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Treasury Management Mid-Year Report 2021/22

The Deputy Leader and Executive Member for Finance and Governance, Councillor Schofield, introduced the report which provided an update on the performance of the Council's treasury management activities. The report had been considered by the Audit Committee and there were several questions about the background to our company and other investments.

The report showed that the treasury management performance was forecast to be better than budget due to the borrowing facility not being utilised because of slippage in the 2021/22 capital programme.

It also confirmed that the Council was compliant with the treasury limits previously approved except:

- 1) One money market fund that had been in use at the start of the year had two rather than three ratings from credit agencies
- 2) Balances held were higher than approved limits at some periods due to the additional Covid-19 funding received from the government

Councillor Schofield also referred to an announcement by the Department of Levelling Up, Homes & Communities on 30 November 2021 that it would be consulting on changes to the Minimum Revenue Provision (MRP) regulations.

Consideration would be given as to whether any changes would be required to the Council's approach during the next review of the Treasury Management Strategy. Consultation would be undertaken with treasury advisors and the outcome reported to the Executive in due course.

RESOLVED to note the Treasury Management Performance for the year to date and the updated prudential indicators, and to RECOMMEND to Council to note.

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DIRECTOR	Head of Paid Service
AUTHOR	Kate Brown, Head of Organisational Development & HR
EMAIL	Kate.Brown@reigate-banstead.gov.uk
TO	Council
DATE	10 February 2022
EXECUTIVE MEMBER	Executive Member for Corporate Policy and Resources

KEY DECISION REQUIRED	No
WARDS AFFECTED	N/A

SUBJECT	Pay Policy Statement 2022/23
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RECOMMENDATIONS
Council to approve the attached Pay Policy Statement, for the year 2022/23
REASONS FOR RECOMMENDATIONS
To ensure that the Council complies with the requirement in the Localism Act 2011, to approve and publish an annual Pay Policy Statement, in advance of the financial year to which it relates.
EXECUTIVE SUMMARY
The Pay Policy Statement sets out how the Council determines appropriate employee remuneration, in terms of salary and performance related pay. Statistical information provided within the statement demonstrates the relationship of remuneration between different levels of employees, such as Chief Officers and the lowest paid employees. The Pay Policy Statement reaffirms the Council’s ongoing commitment to paying a fair and real living wage to all employees and workers, above national minimum wage levels, as set by the Living Wage Foundation.

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STATUTORY POWERS

1. The Localism Act 2011 ('the Act') provisions in relation to 'Pay Accountability' set out the requirements for Councils to determine and publish annual pay policy statements.
2. Relevant authorities are required by section 38(1) of the Act to prepare pay policy statements. These statements must articulate an authority's own policies towards a range of issues relating to the pay of its workforce, particularly its senior staff (or 'chief officers') and its lowest paid employees.
3. The Act defines remuneration widely, to include not just pay but also charges, fees, allowances, increases, enhancements of pension entitlements etc, and termination payments.
4. The guidance, "Openness and accountability in local pay: Guidance under section 40 of the Localism Act" (plus any supplementary guidance issued from time to time) sets out the key policy principles that underpin the pay accountability provisions in the Act.
5. Pay policy statements must be prepared for each financial year and must be approved by the Council.

BACKGROUND

6. The pay policy statement must be approved by the Council in advance of the financial year to which it relates.
7. The Council must publish the statement on its website and may choose to expand the publication in other ways as part of its approach towards transparency.

KEY INFORMATION

8. The pay policy statement must set out the Council's policies relating to:
 - Chief Officer remuneration,
 - Remuneration of its lowest paid employees plus the definition used for this group and the reason for adopting that definition,
 - The relationship between Chief Officer remuneration and that of other staff
9. For the purposes of the statement, 'Chief Officer' includes a total of four positions; the Head of Paid Service, Statutory Chief Officers (Monitoring

Officer and Section 151 Officer) and Non-Statutory Chief Officer (Directors - who report directly to the Head of Paid Service).

10. The pay policy statement sets out the Council's commitment to paying a fair wage for all, regardless of employment status.

11. Statistical and salary data is correct as at 1 January 2022.

LEGAL IMPLICATIONS

12. There are no adverse legal implications arising from this policy statement other than those set out in the body of this report or the Statement itself.

FINANCIAL IMPLICATIONS

13. There are no financial implications arising from this policy statement other than those set out in the body of this report or the Statement itself.

EQUALITIES IMPLICATIONS

14. There are no adverse equalities implications arising from this policy statement, which confirms that the Council's approach to pay helps to mitigate equal pay issues.

15. Equality Impact Assessments are considered at every stage of reviewing the Council's approach to pay, or policy impact on remuneration.

CONSULTATION

16. Representatives from the two Unions the Council recognises; Unison and GMB, have been consulted on the Pay Policy Statement.

17. Employment Committee members have been consulted on the Pay Policy Statement, and recommend its approval by Council.

POLICY FRAMEWORK

18. The Pay Policy Statement helps to ensure that talented high performing employees are attracted and retained.

19. This directly and indirectly supports the Council's Corporate Plan, by ensuring that the Council (councillors and officers) has the right skills to deliver the plan, through attraction, retention and reward.

BACKGROUND PAPERS

20. None

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Pay Policy Statement 2022

This Pay Policy Statement (the ‘statement’) sets out the Council’s approach to pay policy in accordance with the requirements of Section 38 of the Localism Act 2011. The purpose of the statement is to provide transparency regarding the Council’s approach to setting the pay of its employees.

Reigate and Banstead Borough Council provides a wide range of services to around 150,000 residents, as well as visitors and businesses in the Borough. To be able to provide these services, we depend on our employees.

As at 1 January 2022 we engaged 549 directly employed permanent or fixed term employees. 56% were male and 44% female.

We also engaged 85 casual workers.

Background

The Council opted out of the terms and conditions of employment operated by the National Joint Council (NJC) for Local Government Services in 2003, and since then has adopted local terms and conditions of employment.

The local payscales cover all employees of the Council (including Chief Officers as defined below) and was approved by the Council following negotiation with relevant bodies in 2002/3.

As required by law, the Council auto enrolls all eligible employees into a pension scheme - the Local Government Pension Scheme.

Relative to other parts of the country, the borough is expensive to move to and live in. The Council also operates in a competitive local recruitment market made more challenging by the proximity to London and large local employers.

Competition for some specialist roles remains high nationally and with our neighbouring Local Authorities, competing for the same skills and experience.

Aims of the Council’s approach to pay and reward

The Council is mindful of the following five aims in its approach to pay and reward. We want to:

- 1) Recruit and retain appropriately experienced and qualified people;
- 2) Be an employer of choice;
- 3) Provide reward and recognition of high organisational performance at individual and team levels;
- 4) Maintain cost effectiveness and provide value for money; and
- 5) Comply with equal pay legislation.

Salary Budget

The Council’s base revenue salary budget continues to be well managed and is built each year to reflect the resource required to deliver our ambitious corporate plan priorities.

Year	Salary Budget ¹	FTE (from budget reports) ³
2022/23	£24.0m ²	533.6
2021/22	£23.5m	534.0
2020/21	£28.6.m ⁴	534.0
2019/20	£22.1m	487.5
2018/19	£19.5.0m	485.1
2017/18	£19.4m	483.0
2016/17	£18.6m	-
2015/16	£18.0m	-

1. Source: Annual Budget Book
2. Estimate, subject to 2022/23 budget approval and pay award consultation
3. FTE figures were not included in published budget data prior to 2017/18.
4. A £6.2m one off pension payment was made in 20/21

The salary budget is set taking into account various factors, including the two elements considered when reviewing employee pay:

- An annually reviewed **organisational pay award** paid to employees which recognises (but is not directly linked to) cost of living and overall organisational performance. This can be a consolidated award (percentage or fixed value increase), a non-consolidated award (based on a percentage or fixed value) or a mixture of both.
- An incremental pay increase and/or bonus may be awarded for individual performance, based on the appraisal schemes detailed below ('Components of Employee Total Reward').

Organisational Pay Award

The organisational pay award is usually reviewed annually, and where applicable, pay negotiations are held between the Council's management, any staff association representatives, and recognised trade unions. Longer term awards may be negotiated by agreement.

These negotiations take into consideration a range of factors; including (but not limited to) the following:

- Results of external pay benchmarking to ensure the Council is able to recruit and retain appropriately experienced and qualified employees; that it remains competitive and an employer of choice within Surrey and the immediate surrounding area (including the close proximity to London);
- Recruitment and retention trends. e.g., turnover and identification of skill types or service areas where recruitment is difficult;
- The nature and level of other benefits (i.e. non-salary) provided to employees;
- The level of the national 'Real Living Wage', and statutory National Minimum Wage rates; and
- The wider economic environment and affordability.

Real Living Wage

The Council has committed to ensuring the pay rates of apprentices, casual workers and pay scales of employees mirror the national 'Real Living Wage' as determined by the Living Wage Foundation, as a minimum level of pay. From 1 April 2022 the minimum pay rate the Council will pay, will be £9.90 per hour.

This commitment also applies to workers in any companies that the Council owns and operates.

The Council has reviewed the official accreditation requirements set by the Living Wage Foundation and is confident requirements for our directly employed staff are met. To be officially recognised as an accredited Real Living Wage employer, we also need to review the pay arrangements of our contracted services to ensure compliance. Once complete, official accreditation can be applied for.

Definition and remuneration of Chief Officers

The Council's senior management team consists of 18 officer roles; four of whom are considered to be Chief Officers for the purposes of this policy statement, under the definition in the Localism Act 2011 and Local Government and Housing Act 1989:

- Head of Paid Service (Director of People)
- Statutory Officer, Monitoring Officer (Head of Legal & Governance),
- Statutory Officer, Section 151 Officer (Head of Finance - Vacant)
This responsibility is being fulfilled by an interim
- Non-Statutory Officer, reporting to Head of Paid Service (Director of Place),

Where any role listed above is vacant, the midpoint of the salary range has been used for the purposes of reporting in this document.

As at 24 November 2021, the average salary of the Chief Officers is £101,612, which includes the additional remuneration applied for the statutory officer roles/duties – see explanation below 'Exceptional Increases and Additions to Remuneration for Chief Officers'.

Including the salaries of the fourteen other officer roles which make up the wider senior management team of the Council, the average salary then becomes £83,125.

In 2022, the remuneration of the Chief Officers listed above, and the two Strategic Heads of Service, will be reviewed through an external job evaluation and pay benchmarking exercise.

Definition and remuneration of lowest paid employees

To enable meaningful comparison, the Council looks at full time equivalent salaries for this definition. The lowest paid employees are on Administrative 3, Operative 3, or Apprentice grades. These employees include: Support Assistants, Box Office Assistants, Streetsweeper-Drivers and Grounds Maintenance Operatives.

As at 1 April 2021 the bottom point on the payscale for full time work was £18,156 (£9.67 per hour); part-time employees are paid on a pro-rata basis.

From 1 April 2022, as a minimum the bottom spine point will be £18,606 (£9.91 per hour). Annual pay negotiations expected to be resolved in early 2022, will likely increase this rate.

As previously stated, from 1 April 2022 the minimum hourly rate of pay for any direct workers such as apprentices and casual workers of the Council, will at least mirror the UK Living Wage (£9.90 per hour), which is in excess of the statutory National Minimum Wage rates.

The relationship between senior management pay, and the pay of all other employees

The Council pays all employees including Chief Officers, on the same incremental payscale structure.

Using the full time equivalent salary, the average pay for employees other than Chief Officers is £31,436. The ratio of the wider senior management team of the Council (including Chief Officers') pay to the average pay of other employees is just under 3:1.

The ratio of the pay of the highest paid earner - the Head of Paid Service, to the pay of the lowest paid employee is just under 7:1.

Components of employee total reward

The total reward package for all employees (including Chief Officers) comprises of salary, Local Government Pension Scheme employer contribution (where the employee has opted to join), enhanced holiday entitlement (in excess of statutory requirements), enhanced sick pay (in excess of statutory requirements), subsidised parking (where allocated), agile working benefits and other standard elements of contractual remuneration required in law.

All eligible employees have the opportunity to take advantage of a number of salary sacrifice schemes including Childcare Vouchers and the Cycle to Work scheme, and benefit from discounts on shopping, entertainment, and holidays through the employee benefits schemes.

All employees (including Chief Officers) are subject to an annual assessment of their performance, and where performance meets the appropriate standard, contractual increments will be given, until the maximum of the applicable grade for the role is reached (individual performance award).

For Chief Officers and members of the senior management team, the performance appraisal scheme results in one of five levels of rating with the potential to earn a non-consolidated bonus of 2.5%, 5% or 10% of annual salary. A rating in one of the top three categories can also result in an incremental increase within the pay scale, up to the maximum point for the role. (N.B. the middle rating results in either an increment or bonus – not both.)

For all other employees, the performance appraisal scheme results in one of four levels of rating; Outstanding Performer, Consistently High Performer, Good or Not at Required Standard. A rating of Outstanding Performer or Consistently High Performer can result in an incremental increase within the pay scale, up to the maximum point for the role. Employees who receive an Outstanding Performer rating receive a non-consolidated bonus of 2.5%, or 3% if at the maximum point for the role

Remuneration of employees on appointment

As is the case in the appointment of new employees across the Council, Chief Officers are generally appointed towards the bottom of the grade for the role or at a market level of pay negotiated on appointment.

In line with the constitution, approval of pay on appointment is made by the Head of Paid Service or officer(s) nominated by them. For external candidates, the appointment of the Head of Paid Service, Section 151 Officer, and Monitoring Officer is through recommendation from the Employment Committee to Full Council for ratification. Where an existing officer at the Council is considered for a statutory officer role, the designation is a matter for Full Council, decision after the proposed designation has been discussed informally with the Employment Committee. The appointment of Directors (Non-Statutory Officers reporting directly to the Head of Paid Service) is made by the Employment Committee.

Assessing the gender pay gap

The gender pay gap is the difference in the average hourly wage of all men and women across a workforce.

The gender pay gap is not the same as unequal pay, which is paying men and women differently for performing the same (or similar) work. Unequal pay has been unlawful since 1970.

A gender pay gap does not necessarily indicate the existence of an equal pay problem, albeit a gender pay gap may be a trigger for further investigation about the reasons why the gap exists.

The Council's ability to use a formal job evaluation process, use of structured pay scales, and defined processes and procedures to award performance pay increases, limits inequality in pay for roles of similar value, between the genders. As the Council has over 250 employees, by law we must publish and report specific figures around our gender pay gap as at 31 March of each year (relating to the previous year's data).

Each year, the Council's gender pay gap figures are compared against preceding year and examined to identify if there is an inequitable cause of a significant gap between genders, which may need addressing.

Our gender pay gap figures for the past four years show that we do have a gap in terms of 'average hourly pay', but it is a gap in the favour of women - we are among a small percentage of organisations who, on average, pay women more.

The gender pay gap reports can be found via the Council's website: https://www.reigate-banstead.gov.uk/info/20091/organisation_and_services/737/open_data_transparency

Exceptional increases and additions to remuneration for Chief Officers

The Head of Paid Service (or another nominated senior officer) receives additional payments for election duties when acting as Returning Officer or Acting Returning Officer. Some of these payments made will be funded by the Government or Surrey County Council, depending on the type of election. For local elections, the Returning Officer fees are paid by the Council. The Returning Officer or Acting Returning Officer is able to make payments to any Deputy they appoint.

The Head of Paid Service, Section 151 Officer and Monitoring Officer¹ positions attract an additional 10% salary payment respectively, to compensate for the additional statutory duties and responsibilities delivered. Again, payments (a proportion of the 10% salary payment) can be made to deputies in these roles.

As previously stated, in 2022, the remuneration of these roles will be reviewed through an external job evaluation and pay benchmarking exercise, which will include the remuneration applied to the statutory officer roles.

The use of market supplements, honoraria and one-off payments

In a few cases the Council also pays market supplements to specific groups of employees where there is evidence that the pay scale determined for the role is significantly out of alignment with the pay market, and / or where there is difficulty recruiting and retaining employees. These payments are non-contractual, and currently apply to a total of four positions in Development Management.

¹ A description of the functions of each statutory officer is provided under Article 13 of Part 2 of the [Council's Constitution](#).

The Chief Financial Officer and Chairman of the employment committee are consulted on the application of market supplements, as per the Constitution. Other payments as described below are approved by Officers through delegated authority outlined in the constitution.

On occasion, temporary honorarium payments are paid to employees, when they carry out other duties at a higher level e.g., providing cover for a higher graded colleague while they are on maternity leave.

There are also specific conditions for one-off bonus payments, which provide incentive and rewards for specific and exceptional achievements, such as the following:

- For delivering one-off projects clearly outside the responsibilities of the job
- For successfully carrying out something which was exceptionally difficult, or working to a much higher level for a temporary period of time
- For working unusually long or inconvenient hours because of a particular problem

Chief Officers' payments on ceasing to hold Office

Chief Officers who leave the Council's employment, will receive compensation if appropriate, in line with the Council's redundancy policy or through a negotiated settlement. These are subject to the approval of the Employment Committee and Head of Paid Service, after consultation with the Section 151 Officer.

Publication and access to information relating to remuneration of Chief Officers

A summary of Chief Officers' pay is published as part of the Council's annual statement of accounts and is available via the Council's website: http://www.reigate-banstead.gov.uk/info/20210/finance/268/annual_financial_reports