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To: All Members of the Council

24 February 2016

Dear Councillor

You are invited to attend a meeting of the Flintshire County Council which will be held at 2.00 pm on Tuesday, 1st March, 2016 in the Council Chamber, County Hall, Mold CH7 6N to consider the following items

A G E N D A

1 APOLOGIES FOR ABSENCE

Purpose: To receive any apologies.

2 DECLARATIONS OF INTEREST

Purpose: To receive any Declarations and advise Members accordingly.

3 CHAIRMAN'S COMMUNICATIONS

Purpose: To receive the communications as circulated.

4 PETITIONS

Purpose: To receive any Petitions.

5 PUBLIC QUESTION TIME

Purpose: To receive any Public Questions.

Mr John Yorke

Planning Applications refused by this Council's Planning and Development Committee against the recommendations of officers, often result in appeals by the applicant to the Welsh Planning Inspectorate. If the applicant chooses the written representation appeal process, this Council's officers make no submission in support of members' refusal, and simply submit as evidence their original committee report of recommendation.

For appeals via the informal hearing or public inquiry process, the Council's officers submit a formal report of objection, sometimes prepared by external consultants. Are the Cabinet, Executive and the Council's elected members aware of this seemingly unfair disparity when the written process is utilised by an applicant. Are they knowledgeable of, and in agreement with the officers' actions when dealing with a written representation appeal, or do they agree there is a need to resolve that uniform professional protection is afforded to their electorate, regardless of appeal route chosen by the applicant.

6 **QUESTIONS**

Purpose: To note the answers to any questions submitted in accordance with County Council Standing Order No. 9.4(A).

7 **NOTICE OF MOTION**

Purpose: To consider the following Notices of Motion.

Councillor Aaron Shotton

Flintshire County Council notes:

- The UK Government has set out plans in its Trade Union Bill that specifically impact on Local Authorities and our relationships with our employees and trade unions.
- The UK Government intends to grant ministers the power to cut so - called "facilities time" in the public sector. This is paid time-off, mutually agreed between employers and unions, for union reps to represent their members and negotiate with their employer.
- The UK Government also proposes to prohibit public sector employers assisting unions to collect their membership subscriptions through payroll (check-off) – even though this is used for a variety of other staff benefits such as cycle-to-work schemes and childcare vouchers, and even though unions often meet the costs of this.

Flintshire County Council believes:

- All workers should have the right to belong to, and be active in, an effective trade union.
- Trade unions play an essential role in ensuring good industrial relations.
- The facilitation of trade union representatives to carry out their roles and duties, and the collection of union dues by "check-off" are useful tools in ensuring good industrial relations.

Flintshire County Council resolves:

Immediately to support the Union's efforts to move members onto direct debit subscriptions, through:

- Allowing union officials access to workers.
- Allowing additional facility time to Union representatives to visit their members to achieve this aim.
- Allows the distribution of union material through our email, intranet, payslips, internal mail and other communication systems.

Councillor Tim Newhouse

Council notes the provisions of the Local Government Act 1972 section 85 and resolves that attendance by a member at a meeting of any committee or sub-committee of the Council as defined in section 85 (2) of the Act requires the attendance to be as a member of the committee, sub-committee or as appropriate or a substitute for a member. The fact of being a County Councillor and in attendance at such a meeting as an observer is not interpreted as attending as a member for this purpose, and that this is established as a convention in place of that approved by the Constitution Committee on 27 January.

8 COUNCIL TAX SETTING FOR 2016-17 (Pages 5 - 20)

Report of Chief Officer (Community and Enterprise) enclosed.

9 INTRODUCTION OF COUNCIL TAX PREMIUM FOR LONG TERM EMPTY AND SECOND HOMES (Pages 21 - 28)

Report of Chief Officer (Community and Enterprise) enclosed.

10 PAY POLICY STATEMENT FOR 2016/17 (Pages 29 - 52)

Report of Chief Executive enclosed.

11 PROPOSED ALTERATIONS TO THE LOCAL RESOLUTION PROCEDURE (Pages 53 - 60)

Report of Chief Officer (Governance) enclosed.

12 TIMING OF COUNCIL MEETINGS (Pages 61 - 64)

Report of Chief Officer (Governance) enclosed.

13 CONTRACTS REQUIRING SEALING (Pages 65 - 68)

Report of Chief Officer (Governance) enclosed.

Yours faithfully



Peter Evans
Democracy & Governance Manager

WEBCASTING NOTICE

This meeting will be filmed for live broadcast on the Council's website. The whole of the meeting will be filmed, except where there are confidential or exempt items, and the footage will be on the website for 6 months.

Generally the public seating areas are not filmed. However, by entering the Chamber you are consenting to being filmed and to the possible use of those images and sound recordings for webcasting and / or training purposes.

If you have any queries regarding this, please contact a member of the Democratic Services Team on 01352 702345



FLINTSHIRE COUNTY COUNCIL

Date of Meeting	Tuesday, 1 March 2016
Report Subject	Council Tax Setting for 2016-17
Report Author	Chief Officer – Community & Enterprise

EXECUTIVE SUMMARY

Each year the Council is required to set Council Tax.

At a meeting on the 16th February 2016, agreement was reached on the Council Fund Revenue Budget for 2016-17 which incorporates the Council Tax charges/levels as detailed in this report.

Council Tax includes three separate charges, otherwise known as precepts, which make up the overall level of Council Tax which is charged against each property. These include the County Council precept as well as the precepts for the Office of the Police and Crime Commissioner for North Wales and the Town and Community Council precepts.

Council Tax is usually expressed at a standard Band D rate which results in Council Tax being charged at lower levels for those properties in Bands A to C, and at higher levels for those properties in Band E to I.

For 2016-17, the recommended levels of Council Tax for each property band and for Town and Community Council area are set out in Appendix 1 to this report.

RECOMMENDATIONS

1	Agree to set the 2016-17 Council Tax as detailed in Appendix 1
2	Agree not to offer any discount in the level of Council Tax charges for second homes and long term empty homes.
3	Approve designated officers to issue legal proceedings and appear on behalf of the Council in the Magistrates Court for unpaid taxes.

REPORT DETAILS

1.00	EXPLAINING THE COUNCIL TAX SETTING EXERCISE
1.01	The Council Tax charges for 2016-17 include precepts relating to the County Council, Police and Crime Commissioner for North Wales and all Town/Community Councils.
1.02	There are several statutory decisions that need to be taken and these are divided into the following sections in Appendix 1 :-
1.03	Section 1 – this details the Council Tax Base for 2016-17, as previously approved by cabinet, which shows the number of properties expressed as Band D equivalents (shown in total and by each Town/Community Council). The Tax Base also takes into account appropriate adjustments for statutory discounts, exemptions and assumed losses in collection.
1.04	Section 2 – this details the income and expenditure of the County Council and Town and Community Councils. It also sets out the amount of Council Tax to be charged across the various Valuation Bands in respect of the County Council precept and each Town/Community Council precept.
1.05	Section 3 – this details the specific amount of Council Tax that is to be charged in each Valuation Band as a direct result of the precept set by the Police & Crime Commissioner for North Wales.
1.06	Section 4 – details the overall amount of Council Tax that taxpayers will be required to pay from April 2016, subject to eligibility to any discounts or exemptions. This is made up of the three precepts - Flintshire County Council, Police and Crime Commissioner – North Wales, Town and Community Councils.
1.07	Section 5 – re-affirms the continuation of the current policy into 2016-17 of not granting discounts on second homes and long term empty properties which are defined by Regulations as three Prescribed Classes of Dwellings : <ul style="list-style-type: none">• Class A – dwellings which are not a person's sole and main residence and which are substantially furnished with a restriction on occupancy for a period of at least 28 days consecutive days in any 12 month period (referred to as second homes)• Class B – dwellings which are not a person's sole and main residence and which are substantially furnished with no restriction on occupancy (also referred to as second homes)• Class C – dwellings which are not a person's sole and main residence which are also unfurnished and unoccupied and have been so for a period of over 6 months in most cases.
1.08	Section 6 & 7 – approves designated officers to issue legal proceedings and appear on behalf of the Council in the Magistrates Court when prosecuting in cases of unpaid Council Tax and Business Rates.

1.09	Section 8 – provides for the advertisement of the Council Tax for 2016-17 in the local press as required by Regulation.
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2.00	RESOURCE IMPLICATIONS
2.01	Setting the Council Tax for 2016-17 is an annual process to determine the new charges for the next financial year as part of the Council's overall budget strategy.
2.02	Setting Council Tax at the levels recommended in this report will allow the Council to work to a balanced budget after taking into account other considerations and efficiency targets for 2016-17.
2.03	The Council will raise, through its own precept, Council Tax of £67,240,620 which will help to partly fund the running of local services.
2.04	As part of the setting of Council Tax for 2016-17, the Council will also pay across to the Police and Crime Commissioner for North Wales a total precept of £15,069,691. The precepts for each Town and Community Council vary but collectively a precept £2,591,511 will be distributed between the Town and Community Councils, based on the individual precept requirements for each Town and Community Council.

3.00	CONSULTATIONS REQUIRED / CARRIED OUT
3.01	There is a statutory duty to consult with non-domestic ratepayers on the Council's budget proposals, including proposals for capital expenditure, before the commencement of each financial year.
3.02	The Corporate Finance Manager has undertaken a consultation exercise with non-domestic ratepayers to fulfil the legal requirements.
3.03	The Councils budget proposals for 2016-17 now result in the setting of Council Taxes as detailed in this report. The budget proposals have already been discussed at all Overview and Scrutiny Committees in December 2015 and finally at Corporate Resources Overview and Scrutiny Committee on 29 th January 2016.
3.04	The final budget proposals to determine the proposed level of Council Tax charges were also agreed at County Council on 16 th February.

4.00	RISK MANAGEMENT
4.01	The Council has a statutory duty to set Council Taxes for 2016-17 by the 11 th March 2016.
4.02	The Council also has a responsibility to issue Council Tax bills and to also collect the precepts on behalf of the Police & Crime Commission for North Wales and Town/Community Council.

4.03	Setting the Council Tax at full Council will therefore fulfil all statutory requirements to set and collect Council Taxes from April 2016.
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5.00	APPENDICES
5.01	Appendix 1 contains all resolutions and decisions needed to set the 2016-17 Council Tax.
5.02	Appendix 2 provides statistical information of the 2016-17 Council Tax charges by Town and Community Council area.

6.00	LIST OF ACCESSIBLE BACKGROUND DOCUMENTS
6.01	<ul style="list-style-type: none"> • Local Government Finance Act 1992 • Local Government Act 1972 and 2003 • Council Tax (Prescribed Classes of Dwellings) (Wales) Regulations <p>Contact Officer: David Barnes, Revenues Manager Telephone: 01352 703652 E-mail: david.barnes@flintshire.gov.uk</p>

7.00	GLOSSARY OF TERMS
7.01	Council Tax Base: is a measure of the Council's 'taxable capacity' taking into account the number of properties subject to Council Tax after taking into account discount and exemption schemes.
7.02	Council Tax Precepts: Council Tax is made up of three separate components or charges, these are often referred to as 'precepts'. The Police and Crime Commissioner get part of their funding from Council Tax to pay for Police services and local Town and Community Councils rely almost entirely on funding from Council Tax to fund the running of Town and Community Council services
7.03	Valuation Bands: The amount of Council Tax that is paid depends on the Valuation Band for each domestic property. The Valuation Office Agency (VOA) is responsible for valuing all properties in Wales and placing every property in one of nine property bands, ranging from Band A to Band I. The VOA is an independent Agency and not part of the Council.
7.04	Council Fund Revenue Budget: Prior to the start of each financial year, the Council is required to set a budget for its day-to-day expenditure to pay for local service. This is called a Revenue Budget and is the amount of money the Council requires to provide its services during the year, taking into account grants it also receives from Welsh Government.

**STATUTORY & OTHER NECESSARY COUNCIL TAX
RESOLUTIONS FOR 2016-17**

1. That it be noted that at its meeting on 17th November 2015 Cabinet calculated interim amounts for the year 2016-17 in accordance with the regulations made under Section 33(5) of the Local Government Finance Act 1992.

62,759 being the amount calculated in accordance with Regulation 3 of the Local Authorities (Calculation of Council Tax Base) Wales Regulations 1995, as its Council Tax base for the year, broken down into the following Town/Community areas :-

Argoed	2,445.57
Bagillt	1,460.48
Broughton & Bretton	2,550.87
Brynford	475.00
Buckley	6,542.65
Caerwys	615.91
Cilcain	742.18
Connahs Quay	6,077.05
Flint	4,509.31
Gwernaffield & Pantymwyn	1,028.94
Gwernymynydd	554.22
Halkyn	1,369.46
Hawarden	6,213.80
Higher Kinnerton	825.11
Holywell	3,269.78
Hope	1,837.10
Leeswood	834.32
Llanasa	1,925.71
Llanfynydd	848.48
Mold	4,277.47
Mostyn	710.77
Nannerch	272.32
Nercwys	306.24
Northop	1,525.46
Northop Hall	762.27
Penyffordd	1,953.93
Queensferry	687.82
Saltney	1,845.31
Sealand	1,133.04
Shotton	2,186.42
Trelawnyd & Gwaenysgor	412.73
Treuddyn	748.03
Whitford	1,139.75
Ysceifiog	671.50
TOTAL TAX BASE	62,759.00

being the amounts calculated in accordance with regulation 6 of the Regulations as the amounts of its Council Tax Base for the year for dwelling in those parts of its area to which special items relate.

2. That the following amounts be now calculated by the Council for the year 2016-17 in accordance with Sections 32 to 36 of the Local Government Finance Act 1992 and Alteration of Requisite Calculations (Wales) Regulations 2013 :-
- | | |
|--|--------------|
| (a) Aggregate of the amounts which the Council estimates for the items set out in Section 32 (2) (a)-(d) (including Community Council precepts totalling £2,591,511). | £372,538,493 |
| (b) Aggregate of the amounts which the Council estimates for items set out in Section 32 (3) (a) and 32 (3) (c). | £117,963,147 |
| (c) Amount by which the aggregate at 2(a) above exceeds the aggregate at 2(b) above calculated in accordance with Section 32 (4) as the budget requirement for the year. | £254,575,346 |
| (d) Aggregate of the sums which the Council estimates will be payable for the year into its Council Fund in respect of redistributed Non-Domestic Rates, Revenue Support Grant or Additional Grant. | £184,743,215 |
| (e) The amount at 2(c) above less the amount at 2(d) above, all divided by the amount at section 1 above, calculated in accordance with Section 33 (1) as the basic amount of Council Tax for the year. | £1,112.70 |
| (f) Aggregate amount of all special items referred to in Section 34 (1). | £2,591,511 |
| (g) Amount at 2(e) above less the result given by dividing the amount at 2(f) above by the amount at section 1 above calculated by the Council, in accordance with Section 34 (2) of the Act, as the basic amount of Council Tax for the year for dwellings in those parts of the area to which no special items relate. | £1,071.41 |
| (h) The amounts given by adding to the amount at 2(g) above the amounts of special items relating to dwellings in those part of the Council's area mentioned below, divided in each case by the amount at 1(b) above, calculated in accordance with Section 34(3) as the basic amounts of its Council Tax for the year for dwellings in those parts of the area to which special items relate. | £0.00 |

**FLINTSHIRE COUNTY COUNCIL CHARGES (BAND D) 2016-17
(Including Community/Town Councils)**

	£
Argoed	1,099.02
Bagillt	1,100.11
Broughton & Bretton	1,111.79
Brynford	1,106.46
Buckley	1,116.14
Caerwys	1,115.65
Cilcain	1,104.29
Connahs Quay	1,121.15
Flint	1,112.06
Gwernaffield & Pantymwyn	1,100.57
Gwernymynydd	1,097.57
Halkyn	1,105.73
Hawarden	1,108.42
Higher Kinnerton	1,104.13
Holywell	1,125.50
Hope	1,100.80
Leeswood	1,126.54
Llanasa	1,103.09
Llanfynydd	1,105.59
Mold	1,128.55
Mostyn	1,112.21
Nannerch	1,109.41
Nercwys	1,123.66
Northop	1,091.40
Northop Hall	1,104.89
Penyffordd	1,106.36
Queensferry	1,126.66
Saltney	1,114.38
Sealand	1,121.72
Shotton	1,118.38
Trelawnyd & Gwaenysgor	1,109.33
Treuddyn	1,116.19
Whitford	1,110.41
Ysceifiog	1,104.95

- (i) The amounts given by multiplying the amounts at 2(h) above by the number which in the proportion set out in Section 5(1) of the Act is applicable to dwellings listed in a particular valuation band divided by the number which in that proportion is applicable to dwellings listed in valuation band D calculated in accordance with Section 36(1) of the Act as the amounts to be taken into account for the year in respect of categories of dwellings listed in different valuation bands.

APPENDIX 1

Area	VALUATION BANDS								
	A £	B £	C £	D £	E £	F £	G £	H £	I £
Argoed	732.68	854.79	976.90	1099.02	1343.25	1587.47	1831.70	2198.04	2564.38
Bagillt	733.40	855.64	977.87	1100.11	1344.58	1589.05	1833.51	2200.22	2566.93
Broughton & Bretton	741.19	864.73	988.25	1111.79	1358.85	1605.92	1852.98	2223.58	2594.18
Brynford	737.64	860.58	983.52	1106.46	1352.34	1598.22	1844.10	2212.92	2581.74
Buckley	744.09	868.11	992.12	1116.14	1364.17	1612.20	1860.23	2232.28	2604.33
Caerwys	743.76	867.73	991.68	1115.65	1363.57	1611.49	1859.41	2231.30	2603.19
Cilcain	736.19	858.89	981.59	1104.29	1349.69	1595.08	1840.48	2208.58	2576.68
Connahs Quay	747.43	872.01	996.57	1121.15	1370.29	1619.44	1868.58	2242.30	2616.02
Flint	741.37	864.94	988.49	1112.06	1359.18	1606.31	1853.43	2224.12	2594.81
Gwernaffield & Pantymwyn	733.71	856.00	978.28	1100.57	1345.14	1589.71	1834.28	2201.14	2568.00
Gwernymynydd	731.71	853.67	975.61	1097.57	1341.47	1585.38	1829.28	2195.14	2561.00
Halkyn	737.15	860.01	982.87	1105.73	1351.45	1597.16	1842.88	2211.46	2580.04
Hawarden	738.94	862.11	985.26	1108.42	1354.73	1601.05	1847.36	2216.84	2586.32
Higher Kinnerton	736.08	858.77	981.44	1104.13	1349.49	1594.85	1840.21	2208.26	2576.31
Holywell	750.33	875.39	1000.44	1125.50	1375.61	1625.72	1875.83	2251.00	2626.17
Hope	733.86	856.18	978.48	1100.80	1345.42	1590.04	1834.66	2201.60	2568.54
Leeswood	751.02	876.20	1001.36	1126.54	1376.88	1627.22	1877.56	2253.08	2628.60
Llanasa	735.39	857.96	980.52	1103.09	1348.22	1593.35	1838.48	2206.18	2573.88
Llanfynydd	737.06	859.90	982.74	1105.59	1351.28	1596.96	1842.65	2211.18	2579.71
Mold	752.36	877.76	1003.15	1128.55	1379.34	1630.13	1880.91	2257.10	2633.29
Mostyn	741.47	865.05	988.63	1112.21	1359.37	1606.52	1853.68	2224.42	2595.16
Nannerch	739.60	862.88	986.14	1109.41	1355.94	1602.48	1849.01	2218.82	2588.63
Nercwys	749.10	873.96	998.80	1123.66	1373.36	1623.06	1872.76	2247.32	2621.88
Northop	727.60	848.87	970.13	1091.40	1333.93	1576.46	1819.00	2182.80	2546.60
Northop Hall	736.59	859.36	982.12	1104.89	1350.42	1595.95	1841.48	2209.78	2578.08
Penyffordd	737.57	860.50	983.43	1106.36	1352.22	1598.07	1843.93	2212.72	2581.51
Queensferry	751.10	876.29	1001.47	1126.66	1377.03	1627.40	1877.76	2253.32	2628.88
Saltney	742.92	866.74	990.56	1114.38	1362.02	1609.66	1857.30	2228.76	2600.22
Sealand	747.81	872.45	997.08	1121.72	1370.99	1620.26	1869.53	2243.44	2617.35
Shotton	745.58	869.85	994.11	1118.38	1366.91	1615.44	1863.96	2236.76	2609.56
Trelawnyd & Gwaenysgor	739.55	862.81	986.07	1109.33	1355.85	1602.36	1848.88	2218.66	2588.44
Treuddyn	744.12	868.15	992.16	1116.19	1364.23	1612.27	1860.31	2232.38	2604.45
Whitford	740.27	863.65	987.03	1110.41	1357.17	1603.92	1850.68	2220.82	2590.96
Ysceifiog	736.63	859.41	982.17	1104.95	1350.49	1596.04	1841.58	2209.90	2578.22

3. That it be noted that for the year 2016-17 the Police and Crime Panel have stated the following amounts in precepts issued to the Council, amounting to a total precept of £15,069,691 in accordance with Section 40 of the Local Government Finance Act 1992, for each of the categories of dwellings shown below :-

	Valuation Bands								
	A £	B £	C £	D £	E £	F £	G £	H £	I £
Precept	160.08	186.76	213.44	240.12	293.48	346.84	400.20	480.24	560.28

4. Having calculated the aggregate in each case of the amounts at 2(i) and 3 above, the Council in accordance with Section 30(2) of the Local Government Finance Act 1992 hereby sets the following amounts as the total amounts of Council Tax for the year 2016-17 for each of the categories of dwellings shown below:

Area	VALUATION BANDS								
	A £	B £	C £	D £	E £	F £	G £	H £	I £
Argoed	892.76	1041.55	1190.34	1339.14	1636.73	1934.31	2231.90	2678.28	3124.66
Bagillt	893.48	1042.40	1191.31	1340.23	1638.06	1935.89	2233.71	2680.46	3127.21
Broughton & Bretton	901.27	1051.49	1201.69	1351.91	1652.33	1952.76	2253.18	2703.82	3154.46
Brynford	897.72	1047.34	1196.96	1346.58	1645.82	1945.06	2244.30	2693.16	3142.02
Buckley	904.17	1054.87	1205.56	1356.26	1657.65	1959.04	2260.43	2712.52	3164.61
Caerwys	903.84	1054.49	1205.12	1355.77	1657.05	1958.33	2259.61	2711.54	3163.47
Cilcain	896.27	1045.65	1195.03	1344.41	1643.17	1941.92	2240.68	2688.82	3136.96
Connahs Quay	907.51	1058.77	1210.01	1361.27	1663.77	1966.28	2268.78	2722.54	3176.30
Flint	901.45	1051.70	1201.93	1352.18	1652.66	1953.15	2253.63	2704.36	3155.09
Gwernaffield & Pantymwyn	893.79	1042.76	1191.72	1340.69	1638.62	1936.55	2234.48	2681.38	3128.28
Gwernymynydd	891.79	1040.43	1189.05	1337.69	1634.95	1932.22	2229.48	2675.38	3121.28
Halkyn	897.23	1046.77	1196.31	1345.85	1644.93	1944.00	2243.08	2691.70	3140.32
Hawarden	899.02	1048.87	1198.70	1348.54	1648.21	1947.89	2247.56	2697.08	3146.60
Higher Kinnerton	896.16	1045.53	1194.88	1344.25	1642.97	1941.69	2240.41	2688.50	3136.59
Holywell	910.41	1062.15	1213.88	1365.62	1669.09	1972.56	2276.03	2731.24	3186.45
Hope	893.94	1042.94	1191.92	1340.92	1638.90	1936.88	2234.86	2681.84	3128.82
Leeswood	911.10	1062.96	1214.80	1366.66	1670.36	1974.06	2277.76	2733.32	3188.88
Llanasa	895.47	1044.72	1193.96	1343.21	1641.70	1940.19	2238.68	2686.42	3134.16
Llanfynydd	897.14	1046.66	1196.18	1345.71	1644.76	1943.80	2242.85	2691.42	3139.99
Mold	912.44	1064.52	1216.59	1368.67	1672.82	1976.97	2281.11	2737.34	3193.57
Mostyn	901.55	1051.81	1202.07	1352.33	1652.85	1953.36	2253.88	2704.66	3155.44
Nannerch	899.68	1049.64	1199.58	1349.53	1649.42	1949.32	2249.21	2699.06	3148.91
Nercwys	909.18	1060.72	1212.24	1363.78	1666.84	1969.90	2272.96	2727.56	3182.16
Northop	887.68	1035.63	1183.57	1331.52	1627.41	1923.30	2219.20	2663.04	3106.88
Northop Hall	896.67	1046.12	1195.56	1345.01	1643.90	1942.79	2241.68	2690.02	3138.36
Penyffordd	897.65	1047.26	1196.87	1346.48	1645.70	1944.91	2244.13	2692.96	3141.79
Queensferry	911.18	1063.05	1214.91	1366.78	1670.51	1974.24	2277.96	2733.56	3189.16
Saltney	903.00	1053.50	1204.00	1354.50	1655.50	1956.50	2257.50	2709.00	3160.50
Sealand	907.89	1059.21	1210.52	1361.84	1664.47	1967.10	2269.73	2723.68	3177.63
Shotton	905.66	1056.61	1207.55	1358.50	1660.39	1962.28	2264.16	2717.00	3169.84
Trelawnyd & Gwaenysgor	899.63	1049.57	1199.51	1349.45	1649.33	1949.20	2249.08	2698.90	3148.72
Treuddyn	904.20	1054.91	1205.60	1356.31	1657.71	1959.11	2260.51	2712.62	3164.73
Whitford	900.35	1050.41	1200.47	1350.53	1650.65	1950.76	2250.88	2701.06	3151.24
Ysceifiog	896.71	1046.17	1195.61	1345.07	1643.97	1942.88	2241.78	2690.14	3138.50

5. In line with the existing policy of the Council, that for 2016-17, in accordance with Section 12 of the Local Government Finance Act 1992 (as amended by Section 75 of the Local Government Act 2003 and the Council Tax (Prescribed Classes of Dwellings) (Wales) (Amendment) Regulations 2004, no discounts shall be granted to second homes subject to Council Tax which are unoccupied and furnished, (defined as Prescribed Classes A and B) and long term empty and unfurnished properties (defined as Prescribed Class C)
6. Authorisations - Council Tax
 - a) That the holders of the posts of Revenues Manager, Revenues Team Leaders, Court/Prosecutions Officer, Senior Revenues Officer be authorised under Section 223 of the Local Government Act 1972 to issue legal proceedings and to appear on behalf of the County Council at the hearing of any legal proceedings in the Magistrates Court by way of an application for the issue of a Liability Order in respect of unpaid Council Taxes and penalties under Part VI of the Council Tax (Administration and Enforcement) Regulations 1992; by way of an application for the issue of a warrant of commitment to prison under Part VI of the Council Tax (Administration and Enforcement) Regulations 1992; to require financial information to make an Attachment of Earnings Order; to levy the appropriate amount by taking control of goods and sale of goods; and to exercise all other enforcement powers of the County Council under the Council Tax (Administration and Enforcements) Regulations 1992 and any subsequent amendments of such Regulations.
7. Authorisations - National Non-Domestic Rates
 - a) That the holders of the posts of Revenues Manager, Revenues Team Leaders, Court/Prosecutions Officer, Senior Revenues Officer be authorised under Section 223 of the Local Government Act 1972, to institute legal proceedings and to appear on behalf of the Council at the hearing of any legal proceedings in the Magistrates Courts by way of application for the issue of a liability order in respect of unpaid rates; by way of an application for the issue of a warrant of commitment and to exercise all other powers of enforcement of the County Council under the Non-Domestic (Collection and Enforcement) (Local Lists) Regulations 1989 and any amendment thereto.
8. That notices of the making of the said Council Taxes for 2016-17, signed by the Council's Corporate Finance Manager/Section 151 officer, be given by advertisement in the local press under Section 38(2) of the Local Government Finance Act 1992.

Appendix 2

2016-17 Council Tax Charges

Lowest to Highest Amounts by Town/Community Council

Community Councils	BAND D			
	Community	Flintshire	Police	Total
	£	£	£	£
Northop	19.99	1,071.41	240.12	1,331.52
Gwernymynydd	26.16	1,071.41	240.12	1,337.69
Argoed	27.61	1,071.41	240.12	1,339.14
Bagillt	28.70	1,071.41	240.12	1,340.23
Gwernaffield & Pantymwyn	29.16	1,071.41	240.12	1,340.69
Hope	29.39	1,071.41	240.12	1,340.92
Llanasa	31.68	1,071.41	240.12	1,343.21
Higher Kinnerton	32.72	1,071.41	240.12	1,344.25
Cilcain	32.88	1,071.41	240.12	1,344.41
Northop Hall	33.48	1,071.41	240.12	1,345.01
Ysceifiog	33.54	1,071.41	240.12	1,345.07
Llanfynydd	34.18	1,071.41	240.12	1,345.71
Halkyn	34.32	1,071.41	240.12	1,345.85
Penyffordd	34.95	1,071.41	240.12	1,346.48
Brynford	35.05	1,071.41	240.12	1,346.58
Hawarden	37.01	1,071.41	240.12	1,348.54
Trelawnyd & Gwaenysgor	37.92	1,071.41	240.12	1,349.45
Nannerch	38.00	1,071.41	240.12	1,349.53
Whitford	39.00	1,071.41	240.12	1,350.53
Broughton & Bretton	40.38	1,071.41	240.12	1,351.91
Flint	40.65	1,071.41	240.12	1,352.18
Mostyn	40.80	1,071.41	240.12	1,352.33
Saltney	42.97	1,071.41	240.12	1,354.50
Caerwys	44.24	1,071.41	240.12	1,355.77
Buckley	44.73	1,071.41	240.12	1,356.26
Treuddyn	44.78	1,071.41	240.12	1,356.31
Shotton	46.97	1,071.41	240.12	1,358.50
Connahs Quay	49.74	1,071.41	240.12	1,361.27
Sealand	50.31	1,071.41	240.12	1,361.84
Nercwys	52.25	1,071.41	240.12	1,363.78
Holywell	54.09	1,071.41	240.12	1,365.62
Leeswood	55.13	1,071.41	240.12	1,366.66
Queensferry	55.25	1,071.41	240.12	1,366.78
Mold	57.14	1,071.41	240.12	1,368.67

Appendix 2

2016-17 Council Tax Charges

Amounts in Town / Community Council order

Community Councils	BAND D			
	Community	Flintshire	Police	Total
	£	£	£	£
Argoed	27.61	1,071.41	240.12	1,339.14
Bagillt	28.70	1,071.41	240.12	1,340.23
Broughton & Bretton	40.38	1,071.41	240.12	1,351.91
Brynford	35.05	1,071.41	240.12	1,346.58
Buckley	44.73	1,071.41	240.12	1,356.26
Caerwys	44.24	1,071.41	240.12	1,355.77
Cilcain	32.88	1,071.41	240.12	1,344.41
Connahs Quay	49.74	1,071.41	240.12	1,361.27
Flint	40.65	1,071.41	240.12	1,352.18
Gwernaffield & Pantymwyn	29.16	1,071.41	240.12	1,340.69
Gwernymynydd	26.16	1,071.41	240.12	1,337.69
Halkyn	34.32	1,071.41	240.12	1,345.85
Hawarden	37.01	1,071.41	240.12	1,348.54
Higher Kinnerton	32.72	1,071.41	240.12	1,344.25
Holywell	54.09	1,071.41	240.12	1,365.62
Hope	29.39	1,071.41	240.12	1,340.92
Leeswood	55.13	1,071.41	240.12	1,366.66
Llanasa	31.68	1,071.41	240.12	1,343.21
Llanfynydd	34.18	1,071.41	240.12	1,345.71
Mold	57.14	1,071.41	240.12	1,368.67
Mostyn	40.80	1,071.41	240.12	1,352.33
Nannerch	38.00	1,071.41	240.12	1,349.53
Nercwys	52.25	1,071.41	240.12	1,363.78
Northop	19.99	1,071.41	240.12	1,331.52
Northop Hall	33.48	1,071.41	240.12	1,345.01
Penyffordd	34.95	1,071.41	240.12	1,346.48
Queensferry	55.25	1,071.41	240.12	1,366.78
Saltney	42.97	1,071.41	240.12	1,354.50
Sealand	50.31	1,071.41	240.12	1,361.84
Shotton	46.97	1,071.41	240.12	1,358.50
Trelawnyd & Gwaenysgor	37.92	1,071.41	240.12	1,349.45
Treuddyn	44.78	1,071.41	240.12	1,356.31
Whitford	39.00	1,071.41	240.12	1,350.53
Ysceifiog	33.54	1,071.41	240.12	1,345.07

Appendix 2

2016-17 Council Tax Charges Lowest to Highest % amounts

Community Councils	BAND D		
	Community	Flintshire	Police
	%	%	%
Buckley	(1.65)	4.50	1.99
Llanfynydd	(1.27)	4.50	1.99
Llanasa	(1.15)	4.50	1.99
Broughton & Bretton	(1.13)	4.50	1.99
Higher Kinnerton	(1.09)	4.50	1.99
Northop	(0.05)	4.50	1.99
Saltney	0.00	4.50	1.99
Brynford	0.14	4.50	1.99
Treuddyn	0.70	4.50	1.99
Sealand	0.74	4.50	1.99
Hawarden	0.87	4.50	1.99
Whitford	1.30	4.50	1.99
Queensferry	1.69	4.50	1.99
Nercwys	1.87	4.50	1.99
Penyffordd	2.01	4.50	1.99
Connahs Quay	2.09	4.50	1.99
Nannerch	2.70	4.50	1.99
Halkyn	3.59	4.50	1.99
Hope	3.74	4.50	1.99
Gwernymynydd	3.85	4.50	1.99
Flint	3.99	4.50	1.99
Leeswood	4.99	4.50	1.99
Northop Hall	4.99	4.50	1.99
Mold	5.00	4.50	1.99
Ysceifiog	5.01	4.50	1.99
Argoed	5.66	4.50	1.99
Shotton	6.19	4.50	1.99
Mostyn	6.25	4.50	1.99
Caerwys	6.63	4.50	1.99
Bagillt	6.73	4.50	1.99
Cilcain	8.87	4.50	1.99
Holywell	9.01	4.50	1.99
Trelawnyd & Gwaenysgor	15.05	4.50	1.99
Gwernaffield & Pantymwyn	35.44	4.50	1.99

Appendix 2

2016-17 Council Tax Charges

% Amounts in Town / Community Council order

Community Councils	BAND D		
	Community	Flintshire	Police
	%	%	%
Argoed	5.66	4.50	1.99
Bagillt	6.73	4.50	1.99
Broughton & Bretton	(1.13)	4.50	1.99
Brynford	0.14	4.50	1.99
Buckley	(1.65)	4.50	1.99
Caerwys	6.63	4.50	1.99
Cilcain	8.87	4.50	1.99
Connahs Quay	2.09	4.50	1.99
Flint	3.99	4.50	1.99
Gwernaffield & Pantymwyn	35.44	4.50	1.99
Gwernymynydd	3.85	4.50	1.99
Halkyn	3.59	4.50	1.99
Hawarden	0.87	4.50	1.99
Higher Kinnerton	(1.09)	4.50	1.99
Holywell	9.01	4.50	1.99
Hope	3.74	4.50	1.99
Leeswood	4.99	4.50	1.99
Llanasa	(1.15)	4.50	1.99
Llanfynydd	(1.27)	4.50	1.99
Mold	5.00	4.50	1.99
Mostyn	6.25	4.50	1.99
Nannerch	2.70	4.50	1.99
Nercwys	1.87	4.50	1.99
Northop	(0.05)	4.50	1.99
Northop Hall	4.99	4.50	1.99
Penyffordd	2.01	4.50	1.99
Queensferry	1.69	4.50	1.99
Saltney	0.00	4.50	1.99
Sealand	0.74	4.50	1.99
Shotton	6.19	4.50	1.99
Trelawnyd & Gwaenysgor	15.05	4.50	1.99
Treuddyn	0.70	4.50	1.99
Whitford	1.30	4.50	1.99
Ysceifiog	5.01	4.50	1.99



FLINTSHIRE COUNTY COUNCIL

Date of Meeting	Tuesday, 1 st March 2016
Report Subject	Introduction of Council Tax Premium for long term empty and second homes
Report Author	Chief Officer (Community & Enterprise)

EXECUTIVE SUMMARY

The introduction of the Housing (Wales) Act 2014 now gives local authorities in Wales the discretion to charge up to a 100% council tax premium on long term empty properties and properties with a second homes/holiday homes from April 2017. The report sets out the legal framework for charging the premium and the circumstances where a premium may not be charged (commonly known as 'exceptions')

The Council may, if it wishes, charge a premium on long term empty homes and second/holiday homes at any rate between 0% and 100% but prior to the introduction of the premium, there is also a requirement for full Council to make a decision about whether to introduce a premium 12 months in advance of the premium taking effect, and if so, the level of premium which would be charged from April 2017.

The introduction of a premium, recommended at 50% during 2017-18, is designed to address local housing need and to encourage owners of empty and second homes to bring those properties back into full use.

RECOMMENDATIONS

1	Introduce the council tax premium scheme from 2017-18.
2	Adopt a 50% premium for the first year of implementation in 2017-18 for properties classed as second homes and long term empty homes.
3	Review the premium level during the first year of implementation with a view to increasing the rate from 2018-19 after taking into consideration the effectiveness of the new policy in incentivising owners to bring long term empty property and second homes back into full use.

REPORT DETAILS

1.00	EXPLAINING THE INTRODUCTION OF COUNCIL TAX PREMIUM FOR LONG TERM EMPTY AND SECOND HOMES
1.01	From April 2017, local authorities in Wales will be able use discretionary powers to charge a council tax premium of up to 100% of the standard rate of council tax on long term empty homes (unoccupied and unfurnished) and second homes (second homes/holiday homes that are furnished and not a main residence).
1.02	The Council has, for many years, adopted a policy of not providing a council tax discount on long term empty homes or second homes so a 100% council tax charge is payable on these types of property.
1.03	<p>The discretion given to local authorities to now charge a premium is intended by Welsh Government to be a tool to help:</p> <ul style="list-style-type: none">• Bring long-term empty homes back into full use to meet local housing needs• Support local authorities in increasing the supply of affordable housing for purchase or let• Enhance the sustainability of local communities
1.04	The determination to charge a premium must be made by full council at least one year before the beginning of the financial year to which the premium relates. This means that the earliest that a premium may be charged is from 1 st April 2017. A determination to charge a premium in 2018 must be made before 1 st April 2017 and so on.
1.05	The Council may impose a premium of up to 100% above the standard rate of council tax, i.e. giving an overall charge of 200% council tax on long term empty property and/or second homes. However, in the case of long term empty homes, the premium of up to 100% may only be imposed after the property has been empty and substantially unfurnished continuously for a period of 12 months or longer.
1.06	<p>When considering whether to charge a premium to long term empty homes and second homes, and if so, at what percentage level, local authorities are required to have regard to a number of factors. These include the:</p> <ul style="list-style-type: none">• Numbers of long term empty homes and second homes in the County• Distribution of these properties across the County and an assessment of their impact• Potential impact on the local economy and the tourism sector• Patterns of demand for, and availability of, affordable homes• Potential impact on local public services and the impact on the local community• Measures that are available to assist owners in bringing empty home back into use.

1.07	<p>The Council Tax system already provides a number of specific exemptions for unoccupied properties, some of which are time limited exemptions. These exemptions are not impacted by the introduction of the premium so not all empty homes will be automatically subject to a premium. These typically include circumstances where:</p> <ul style="list-style-type: none"> • A property becomes unoccupied and unfurnished (exempt for up to 6 months) • A property is undergoing or in need of major repair work to render it habitable (exempt for up to 12 months) • The only resident is now in long term residential care (unlimited period of exemption) • The only resident has died (unlimited period of exemption until probate has been granted and for up to six months after probate has been granted)
1.08	<p>However, where a property is no longer eligible for a council tax exemption but it remains unoccupied it can become liable for a premium, but in the case of an empty home, it can only be liable for a premium after it has been empty for a continuous period of one year.</p>
1.09	<p>In addition to the prescribed list of properties that may be exempt from council tax under existing arrangements, and by virtue of this, also exempt from the premium, WG have also prescribed seven other classes of property which may not be subject to a premium. The Council Tax (Exceptions to Higher Amounts Wales) Regulations set out the circumstances where it is not possible for local authorities to charge a premium on long term empty property or second homes.</p>
1.10	<p>The circumstances where a premium does not apply, or only applies after a specified time period, is designated by 'exception classes' as detailed below. Class 1-4 applies to both long term empty homes and second homes but Class 5-7 applies only to second homes:</p> <ul style="list-style-type: none"> • Class 1 – Properties being marketed for sale (time limited exception for a period of up to 12 months) • Class 2 – Properties being marketed for let (time limited exception for a period of up to 12 months) • Class 3 – Annexes forming part of, or being treated as part of the main property • Class 4 – Properties which would be someone's sole and main residence if they were not residing in Armed Forces accommodation • Class 5 – Occupied caravan pitches and boat moorings where the caravan or boat currently has no resident but when next in use will be a person's main residence • Class 6 – Seasonal properties where all year round occupation is prohibited by planning conditions • Class 7 – Job related properties where a property is left empty because the person in relation to the dwelling is now resident in another dwelling which is 'job-related' (as defined by Regulations)

1.11	Using the taxation system to encourage owners to bring long term empty property and second homes back into use would provide a sensible financial incentive to do so and potentially go some way to increase the supply of housing in the County. Currently, council tax records indicate that 888 properties as being long term empty or second homes which could be potentially liable for the premium from April 17, although some might be subject to an exception from the premium.
1.12	The analysis in Appendix 1 to this report shows the breakdown of long term empty property across the County.
1.13	The reasons why properties can be left empty can vary but typically the circumstances include cases where the last resident has passed away and the family have not yet disposed of the property even though probate has been granted over 6 months ago. In some cases, properties can be difficult to sell or rent because of the condition of the property. In other cases, owners may be refurbishing the property but taking a significant period of time, well beyond 12 months, in order to bring the property back into use.
1.14	There is also evidence to demonstrate that some owners simply sit on empty properties for long periods of time without having plans in place to bring the properties into use, this is often despite the best efforts of the Council to work with owners to encourage them to bring their asset back into use, either by accessing loans or grants.
1.15	If a determination is made to charge a premium from April 2017 an effective communication strategy will be developed to communicate more widely with taxpayers throughout 2016, particularly with those who might be affected from April 2017.

2.00	RESOURCE IMPLICATIONS
2.01	The Council will be able to retain all additional funds generated by implementing a premium and the decision to charge a premium would not be incorporated into the Tax Base for the calculation of Revenue Support Grant.
2.02	The introduction of a council tax premium might also require a review of staffing levels in the Revenues service in 2017-18 to administer and collect the council tax premium, safeguarding collection levels. This can be achieved using existing HR policies and re-deployment opportunities from within the existing workforce.
2.03	To address the housing shortage in Flintshire and address the budget gap in 2017-18 as a result of reducing levels of central government grants, the efficiency proposals in the Community & Enterprise portfolio have made an assumption of the introduction of a premium and potential income of circa £0.50m.
2.04	Taking into account the 12 month lead-in time before a premium can be charged, coupled with external economic factors and the way in which owners of empty property might respond to these changes, it is difficult to

	accurately predict the level of income that the premium might bring or indeed the impact of these changes on housing availability.
2.05	In addition to this, local authority Taxation Practitioners across Wales are still in the process of understanding the more complex details of these new Regulations, especially with the way in which the exceptions will work from 2017-18.
2.06	In view of this, at the time of drafting this report, it is very difficult to accurately estimate the net number of properties that might be liable for the premium from April 2017, especially those that might qualify as an exception from the premium.
2.07	Indications across the region are that most Councils will opt to introduce a 50% premium in the first year of implementation with the aim of reviewing the level of premium from 2018-19, having full regard to the impact of housing availability.

3.00	CONSULTATIONS REQUIRED / CARRIED OUT
3.01	The introduction of this scheme was referred to Community & Enterprise Overview & Scrutiny Committee in February and was supported by the Committee. Cabinet has also endorsed the introduction of this scheme, including setting a 50% premium in 2017-18.
3.02	A number of press releases have been issued to raise public awareness of this scheme and a two week public consultation was published on the Council's website.

4.00	RISK MANAGEMENT
4.01	The implementation of a council tax premium brings an increasing need to balance a number of Council priorities. Firstly, minimising council tax levels and avoiding financial hardship for the owners of empty properties, especially those who might be genuinely trying to bring properties back into use. Secondly, the need to use the local taxation system to address the issue housing shortages within communities and addressing the negative impact on communities that empty homes can bring.
4.02	The safeguards put in place by WG to exempt certain classes of property from the premium, in some cases, for specified period of time, strike the right balance and provide owners with ample opportunity, in most cases, to bring their empty property back into use within a reasonable period of time.
4.03	There will be a need to consider additional safeguards to mitigate tax avoidance or tax evasion as part of the implementation plan, ensuring owners are paying the right amount of council tax. The cost of additional safeguards, including additional staff resources, is estimated to be approximately £20,000 per annum but would ultimately not lead to a budget pressure when taking into account the additional tax income being raised through the premium.

4.04	If a determination is made to charge a premium from April 2017 an effective communication strategy will be developed to communicate more widely with taxpayers throughout 2016, particularly to those who might be affected from April 2017.
4.05	The opportunity to work with taxpayers and signpost owners to other services, such as the Councils Empty Homes team or the North East Wales Homes service, will also help to mitigate the impact of the introduction of the premium in 2017-18 and provide very practical help to owners of long term empty homes to potentially access grants and loans or assist owners in letting empty homes.

5.00	APPENDICES
5.01	Appendix 1 - to this report provides an analysis of the 888 Long Term Empty Properties by Town/Community Council area and further analysed by Council Tax property band.

6.00	LIST OF ACCESSIBLE BACKGROUND DOCUMENTS
6.01	<ul style="list-style-type: none"> • Local Government Finance Act 1992 (sections 12a (3) and 12b (4)) • Housing (Wales) Act 2014 • Council Tax (Exceptions to Higher Amounts) (Wales) Regs 2015 <p>Contact Office: David Barnes, Revenues Manager Telephone: 01352 703652 E-mail: david.barnes@flintshire.gov.uk</p>

7.00	GLOSSARY OF TERMS
7.01	Council Tax: is a locally set property tax set by each local authority based on the estimated value of a domestic property, which in Wales, is based on property valuations from April 2005.
7.02	Council Tax Exemptions: In some cases a property is exempt from Council Tax. This means that owners do not have to pay anything for the time the property qualifies for an exemption. Some exemptions can only be given for a limited length of time, others can be given for an unlimited time period, depending on the circumstances of the owner and/or property.
7.03	Long Term Empty property : is defined as a property which is both unoccupied and substantially unfurnished for a period of six months or more, but to be liable for a premium, it would be unoccupied and unfurnished for a continuous period of one year or longer.
7.04	A second home: is defined as a property which is not a person's sole or main residence and is substantially furnished.

APPENDIX 1 - ANALYSIS OF LONG TERM EMPTY HOMES - BY PARISH AND BAND

Parish	Band									Grand Total
	A	B	C	D	E	F	G	H	I	
Broughton			10	5	5	1	1			22
Buckley	5	5	24	10	12	9				65
Connahs Quay	17	13	26	12	8	8			1	85
Hawarden	10	5	13	11	10	4	2			55
Hope	2	2	7	4	3	4	3	1		26
Kinnerton			1	1	1	1	3			7
Llandfynydd	1		2	2	3					8
Penyffordd		2		6	2	4		1		15
Queensferry	8	4	6	1						19
Sealand	2	1	13		2	1	2	1	6	28
Saltney	2	2	10	4	3					21
Shotton	6	8	12	1	3					30
Treuddyn		1	2	6	2		1			12
Bagillt	3	6	9	6	1					25
Brynford		2	2	1	3					8
Caerwys		1	4		1	1		1		8
Cilcain	2		3	2	3	4		1		15
Flint	12	19	23	8	9	3				74
Gwernaffield	2	1	1	2	3	1	1		1	12
Gwernymynydd				2	1	1				4
Halkyn	3	2	7	2	2	3	1			20
Holywell	28	20	8	7	5	1	1			70
Leeswood		9	13		1	1	1			25
Llansasa	6	11	8	8	8	3	2	1		47
Mold	10	14	13	12	7	1	1		1	59
Mostyn		7	3	2	3	1	1	1		18
Argoed		3	3	4	3		1			14
nannerch			2	3	1	1	1			8
Nercwys	1	2		4		2	1	1		11
Northop	1	1	7	9	6	1	2			27
Northop Hall			3		2	1				6
Trelawnyd & Gwaenysgor	1	1	1	3			1		1	8
Whitford		1	12	5	2	2	2	2	1	27
Ysceifiog		1	1	2	2		2	1		9
Grand Total	122	144	249	145	117	59	30	11	11	888

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FLINTSHIRE COUNTY COUNCIL

Date of Meeting	Tuesday, 1 March 2016
Report Subject	Pay Policy Statement for 2016/17
Report Author	Interim HR & OD Manager

EXECUTIVE SUMMARY

This report provides Members with a summary of the Pay Policy Statement which summarises the Council's approach to pay and remuneration for the year ahead.

The development of a Pay Policy Statement and its approval by the Council is a requirement under the Localism Act 2011. The statement appended to this report is Flintshire's fourth annual statement and will support a continued understanding of the organisational approach to remuneration set within the context of the overall direction of the organisation to improve services and, ultimately, deliver better outcomes for the residents of Flintshire.

RECOMMENDATIONS

1	That County Council approves the appended Pay Policy Statement for 2016/17.
2	That the Interim HR & OD Manager, on behalf of the Chief Officer People and Resources, be given delegated authority to make amendments as necessary to reflect the nationally agreed pay awards, once finalised, without the requirement to return to full County Council.

REPORT DETAILS

1.00	CONSIDERATIONS
1.01	<p>Introduction</p> <p>Under section 38 of the Localism Act 2011, local authorities are required to publish a 'Pay Policy Statement' on an annual basis, focussed on senior employees. Approval of the Statement cannot be delegated. The Act sets out that a Pay Policy Statement must include:</p> <ul style="list-style-type: none"> • A local authority's policy on the level and elements of remuneration for each chief officer. • A local authority's policy on the remuneration of its lowest-paid employees (together with its definition of lowest-paid employees' and its reasons for adopting that definition). • A local authority's policy on the relationship between the remuneration of its chief officers and other officers. • A local authority's policy on other specific aspects of chief officers remuneration: remuneration on recruitment, increases and additions to remuneration, use of performance related pay and bonuses, termination payments, and transparency.
1.02	<p>The Council's current Pay Policy Statement was approved by Council on 3 March 2015.</p>
1.03	<p>The Statements of previous years have provided a strong framework for effective governance and transparency with regard to pay and remuneration. The intention is to continue and strengthen these arrangements through the 2016/17 Statement.</p>
1.04	<p>The 2016/17 Pay Policy Statement is aligned closely to the overall priorities, activities and context of the organisation and wider public sector, and seeks to provide transparency around decisions affecting pay and remuneration in this context.</p>
1.05	<p>The Pay Policy Statement forms a key component of the organisation's approach to managing its workforce in general and reward and recognition in particular and is a key contributor to the priorities set out in this area within the People Strategy.</p> <p>The Statement is one element of the organisation's overarching approach to transparency and accountability. It is supported by comprehensive information on the organisation's structure and the salary for senior posts which is available on the Councils website and updated on at least an annual basis.</p>
1.06	<p>The Pay Policy Statement</p> <p>The draft Pay Policy Statement for 2016/17 is appended to this report.</p>

	The Statement summarises the organisation's approach to pay and remuneration for the year ahead in a number of key areas and sets this within the organisational and national context.
1.07	<p>The Pay Policy Statement includes information on the Authority's salary multiple, the ratio between the highest paid officer (the Chief Executive) and the median salary for all officers within the scope of the Statement.</p> <p>As at 31 January 2016 this ratio is 1: 7.73 which is higher than the ratio reported for 2015/16. However, the median salary and the Chief Executives salary is the same as last year, which indicates that the ratio reported last year was understated.</p>
1.08	Once approved, the Pay Policy Statement will come into effect on 1 April 2016, being subject to review at least annually.
1.09	This year's statement is largely consistent with that agreed twelve months ago. There is no change to the proposed principles and approach to remuneration.

2.00	RESOURCE IMPLICATIONS
2.01	None as the Pay Policy Statement appended to this report captures existing arrangements only.

3.00	CONSULTATIONS REQUIRED / CARRIED OUT
3.01	None as the Pay Policy Statement appended to this report captures existing arrangements only.

4.00	RISK MANAGEMENT
4.01	None arising direction from this report as the Pay Policy Statement appended to this report captures existing arrangements only.

5.00	APPENDICES
5.01	Appendix A – Pay Policy Statement 2016/17

6.00	LIST OF ACCESSIBLE BACKGROUND DOCUMENTS
6.01	<p><i>The Independent Remuneration Panel for Wales</i> http://gov.wales/irpws/sub/home/remit-of-the-panel/?lang=en</p> <p><i>Welsh Local Government Association</i></p>

	<p>www.wlga.gov.uk</p> <p>Contact Officer: Sharon Carney, Interim HR & OD Manager Telephone: 01352 702139 E-mail: Sharon.carney@flintshire.gov.uk</p>
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7.00	GLOSSARY OF TERMS
7.01	As detailed in the Pay Policy Statement attached.



Pay Policy Statement 2016/17

Policy owner for review	Chief Officer People and Resources
Date implemented	1 st April 2016
Date last reviewed	February 2016
Date of last amendment	February 2016
Date of next review	February 2017

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1. Introduction and Purpose

The Localism Act 2011 (the Act) requires all councils to prepare a Pay Policy Statement which requires approval by their respective council body by 31 March each year. Should circumstances require, the Policy can be amended during the course of the year subject to the same requirement for approval by council. This statement will be published on the council's website following each review and approval by full council.

The Pay Policy Statement should set out the council's arrangements for the pay of its workforce, particularly its senior staff (or 'Chief Officers') and its lowest paid employees. Under section 38 (1) of the Act 2011 English and Welsh local authorities are to produce and publish a pay policy statement for each financial year covering:

- The authority's policies for the remuneration of chief officers
- The arrangements for the publication of and access to information on the remuneration of chief officers
- The authority's policies towards the remuneration of its lowest paid employees
- The relationship between the remuneration of its chief officers and other employees.

Flintshire County Council is a large and complex organisation with a multi-million pound budget providing and commissioning a wide range of essential public services. Therefore, the arrangements for the evaluation of posts across the workforce, and pay and terms and consideration of employment, are complex and require careful planning, maintenance and control.

The current UK Government fiscal policy and a reduction in public expenditure has led to councils having to reduce their workforce numbers and costs. All councils have had to review their approach to organisational design and workforce remuneration and the costs of employment terms and conditions as a consequence.

2. Legislative Framework

In determining the pay and remuneration of all of its employees, the Council will comply with all relevant employment legislation including the following:

- The Equality Act 2010;
- Part Time Employment (Prevention of Less Favourable Treatment) Regulations 2000;
- The Agency Workers Regulations 2010;
- Where relevant the Transfer of Undertakings (Protection of Earnings) Regulations.

The Council will ensure that there is no pay discrimination within its pay and grading structures and that all pay differentials in pay can be objectively justified through the use of a Job Evaluation system. The Council's Single

Status Agreement is compliant with all relevant legislations and industry practice.

3. Scope of the Pay Policy Statement

The Localism Act 2011 requires authorities to publish their pay policy on all aspects of Chief Officer Remuneration (including on ceasing to hold office) and to explain the relationship between remuneration for Chief Officers and other workforce groups including the 'lowest paid'.

In the interests of transparency the Council has chosen to take a broader approach and produces a policy covering all employee groups with the exception of School Teachers (as the remuneration for this group is set by the Secretary of State at a UK level and therefore not within local authority control).

Nothing within the provisions of the Localism Act 2011 detract from council's autonomy in making decisions on pay that are appropriate to local circumstances and which deliver achieve business objectives and value for money. The Council will follow its own policy in setting remuneration levels for all workforce groups within its scope.

4. Independent Remuneration Panel for Wales (IRPW)

Section 143A of the Local Government (Wales) Measure 2011, as inserted by Section 63 of the Local Government (Democracy) (Wales) Act 2013 refers to the Independent Remuneration Panel in Wales (the "IRP") and sets out their functions for the remuneration of heads of paid service. All councils should note that the IRP may make recommendations about any policy which relates to the salary of the head of paid service and any proposed change to the salary of the position.

The responsibilities of the IRPW are increasing. For example, on recruitment, directions may impose restrictions on proposed recruitment to certain posts, including chief officers. Should the Welsh Ministers decide to issue directions under subsection (1), no chief officer may be recruited without consent of a person specified in the direction. Detailed guidance to the Independent Remuneration Panel for Wales on the pay of Heads of Paid Service and Chief Officers under Section 143A of the Local Government (Wales) Measure 2011 and Section 39 of the Local Government (Wales) Act 2015 can be found via the following link

<http://gov.wales/topics/localgovernment/publications/guidance-salaries-irp/>

5. Broad Principles of our Pay and Reward Strategy

i) Transparency, accountability and value for money

The council is committed to an open and transparent approach to pay policy which will enable anyone to access, understand and assess information on

remuneration levels across all groups of council employees. To this end the following is available on the council's website at www.flintshire.gov.uk:

- **Remuneration data**
 - All employee pay scales
 - Individual remuneration details for senior employees whose remuneration is over £60,000 per annum, and the number of employees whose remuneration exceeds £60,000 as required under the Accounts and Audit (Wales) (Amendment) Regulations 2010

- **Policy documents**
 - [Additional Payments](#)
 - [Policy Statement on Redundancy and Severance Payments \(including additional pension payments\)](#)

All relevant policies are reviewed periodically to ensure they are current and meet the principles of fairness, equality, accountability and value for money.

ii) **Development of Pay and Reward Strategy**

The primary aim of a reward strategy is to attract, retain and motivate suitably skilled employees so that the organisation can perform at its best. A challenge for any council in the current circumstances is to maximise productivity and efficiency within current resources. Pay policy is a matter of striking a balance between setting remuneration levels at appropriate levels to ensure a sufficient 'supply' of appropriately skilled, experienced and qualified individuals to fill the authority's very wide range of posts, and ensuring that the burden on cost does not become greater than can be justified.

It should be recognised that in a competitive recruitment 'market' for the more senior grades in particular remuneration levels need to enable the attraction of a suitably wide pool of talent, and the retention of suitably skilled and qualified individuals once in post.

In addition the Council is a major employer in the area. The availability of good quality employment on reasonable terms and conditions and fair rates of pay has a beneficial impact on the quality of life in the community as well as on the local economy. The Council also has a role in setting a benchmark example on pay and conditions to other employers in the area for the same reasons.

In designing, developing and reviewing the Pay and Reward strategy the Council will seek to balance these factors to achieve performance outcomes for the organisation and the community it serves, whilst managing and controlling total pay costs. This remains a challenge year on year for the Council against a backdrop of pay 'freezes' for local government workers. The 1% NJC national 'cost of living' pay award for 2013/14 made for most

employees followed an unprecedented three-year pay freeze. Local government remains the only sector within the public sector with workers earning less than the Living Wage. For senior posts regulated under the Joint Negotiating Council (JNC) the pay freeze had lasted for 6 years to 2014/16 and, for the most senior posts such as Chief Executives, for seven years to 2015/16.

iii) The Councils Pay and Grading Structure

Section 112 of the Local Government Act 1972 provides that a local authority shall appoint such Officers for the proper discharge of its functions on such reasonable terms and conditions, including conditions as to remuneration as the local authority thinks fit.

The remuneration of the large majority of employees of the Council is in accordance with the locally agreed pay scale with spinal column points based on the nationally agreed pay spine (the NJC pay scale).

As part of its ongoing commitment to ensure the integrity of the Single Status Agreement, the Council, through the Single Status Governance Group, regularly reviews and analyses a variety of reports to ensure that reward processes are consistently applied in line with the relevant policies and to challenge where appropriate, and to receive Equal Pay Audits and to recommend an Action Plan as needed.

The Council uses the Local Government Single Status Job Evaluation Scheme (the NJC scheme) to evaluate posts. Changes to posts evaluated as part of the Single Status Agreement were implemented in June 2014.

Incremental Progression through Grades

Currently, incremental rises within grades are applied automatically on an annual basis until the top of the grade is reached.

New appointments will normally be made at the lowest relevant spinal column point for the grade, although recruiting managers have discretion to offer a higher spinal column point to secure the best candidate, subject to approval by their Chief Officer.

Chief Officer Job Evaluation

For Chief Officers, the Council uses the 'Hay' Scheme for job evaluation purposes. The Council undertook reviews of Chief Officer's roles and associated pay arrangements in 2014. Therefore, current arrangements are modern for the business needs of the Council.

iv) Additional Payments

There may be occasions when an employee is asked to carry out additional duties to those of their substantive post for a period of time. In such

circumstances an additional payment may be made in line with the Council's policy Additional Payments. The policy provides a framework to ensure the continued fairness, equitability and affordability of the pay and grading structure and differentiates between the following scenarios:

Acting up

An acting-up allowance is payable only where an employee undertakes the full duties and responsibilities of a higher graded post for a continuous period of at least four weeks.

Honorarium

An honorarium is payable only when an employee undertakes some, but not all duties or responsibilities of a higher graded post for a continuous period of at least four weeks.

Market Supplements

A market supplement is a time limited supplement to basic pay made in recognition that the Council is experiencing severe recruitment and retention difficulties and that comparable posts in a competing market are paid higher salaries.

6. Chief Officer Remuneration

i) Definitions of Chief Officer

For the purposes of this statement, 'Chief Officers' are as defined within S43 of the Localism Act. The relevant posts within the Council are as follows:

- a) Chief Executive (including Head of Paid Service)
- b) Chief Officer, Governance
- c) Chief Officer, People and Resources
- d) Chief Officer, Streetscene and Transportation
- e) Chief Officer, Planning & Environment
- f) Chief Officer, Social Services
- g) Chief Officer, Education and Youth,
- h) Chief Officer, Community and Enterprise
- i) Chief Officer, Organisational Change 1
- j) Chief Officer, Organisational Change 2

These officers are responsible for working alongside and advising elected members in determining the strategic direction of the Council, carrying out the stated aims of the Council, ensuring the efficiency and effectiveness of all services provided by the Council and its partners and providing overall day to day operational management of services.

A new single grade and pay range for the new Chief Officer group was introduced in June 2014. All roles in the structure are positioned in the same single incremental range, given that all roles are broadly the same size, other than the Chief Executive. Placing the new Chief Officer roles on the same

grade also removes any hierarchy at senior management level and reflects the single, collective tier.

All roles have access to the same four increments. The pay range has a clear rationale, building on the options developed with the independent advice from Hay Group and being mindful of both affordability and the relativity to management roles in the grades below. The range overlaps with the increments which existed for the former Heads of Service but falls below the former Director pay. It also represents a consistent policy of paying between the lower quartile and the median.

Progression through the range is based on performance. The approach is affordable and fair, and has ensured that the Council can meet its financial targets for the reduction of senior management costs.

ii) **Policy on the Remuneration of Chief Officers**

The Terms and Conditions of employment applicable to Chief Officers are as determined by the JNC (Joint Negotiating Council) for Chief Officers of Local Authorities (or JNC for Chief executives of Local Authorities) as amended/supplemented or superseded by decisions on conditions of service made by the Council from time to time and contained within the Councils Employment Policies and Procedures.

iii) **Recruitment of Chief Officers**

The Council's policy and procedures for the recruitment of Chief Officers is set out within Article 15, 15.01 sub section (b) of the Constitution.

The Council's Management Structure is as approved by Council. The Job Descriptions and Person Specifications for each Chief Officer post are approved prior to advertisement by the Council's appointment panel which comprises seven Elected members. The determination of the remuneration to be offered to any newly appointed Chief Officer will take account of such factors as the requirements of the job, the relative size of the organization, local and national market rates and the relationship with other posts within the grading structure. It is the responsibility of the Chief Executive to make and maintain arrangements for the professional management of the Council which meets its legal duties and its respective business needs.

There is a requirement under the Welsh Government Regulations that all vacant posts with a salary of over £100,000 are publicly advertised. The Council has not appointed to any posts in this range since 2007. The only exception to this new rule is where the appointment is for 12 months or less. It is also possible to divide up the duties from one deleted Chief Officer post between other existing postholders.

iv) **Chief Officer Salaries**

Details of the Chief Officer's basic salary are set out below (salaries are those applicable at 31st January 2016).

Chief Executive

The salary falls within a range of 1 – incremental points between £120,737 rising to a maximum of £131,233. (This salary range was set by the Council in 2007 with external advice and has not been reviewed since that time).

Chief Officers

The salary falls within a range of 1 – 4 incremental points between £80,580 rising to a maximum of £90,780.00

v) Additions to Salary of Chief Officers

The Council does pay all reasonable travel and subsistence expenses on produced of receipts and in accordance with JNC conditions and other local conditions. Part III changes which formed part of the Single Status Agreement have removed other previous entitlements. A number of senior employees choose not to claim in full expenses to which they are contractually entitled as a 'conscious' voluntary decision given the current financial constraints.

The Returning Officer for the County Council is the Chief Executive. The Returning Officer duties are not part of the Chief Executives substantive role. Fees for these duties are paid separately and are determined by the full Council for Council elections and by legislation for the Police and Crime Commissions, the National Assembly for Wales, the Parliamentary Elections, European Elections and national referenda.

vi) Performance Related Pay and Bonuses

The Council does not apply any bonuses or performance related pay to its Chief Officers pay. However, the annual increment (if not already at top of scale) is only awarded once the Annual Appraisal has been passed as satisfactory.

All Chief Officers have annual and mid-year appraisals and the Chief Executive has an annual appraisal facilitated by an external party as per national guidance and the post's contractual rights.

vii) Payments on Termination

The Council's policies in relation to redundancy payments and retirement are set out respectively within its Discretionary Compensation Scheme, and Early Retirement Policy.

Under the Local Government (Early Termination of Employment) Discretionary

Compensation) (England and Wales) Regulations 2006, the Council applies its discretion under Regulation 5 in the case of both voluntary and compulsory redundancy to base any payments on an employee's actual week's pay.

Under Regulation 6, the Council makes redundancy payments (compulsory and voluntary) based upon the statutory redundancy payments scale with the entitlement in terms of the number of weeks payable being multiplied by a factor of 1.5, subject to a maximum of 45 weeks.

The Welsh Government recommends that authorities should offer their full council body the opportunity to vote before large severance packages beyond a particular threshold are approved for chief officers leaving the organisation.

The Welsh Ministers consider £100,000 is the right level for that threshold to be set and considers that salary paid in lieu; lump sum redundancy / severance payment; and the cost to the authority of the strain on the pension fund should be included when determining whether the package exceeds £100,000.

IN addition, the Council has operated a Voluntary Redundancy (VR) scheme since February 2014. During February 2015 Wales Audit Office published its national study of public sector practice and performance in relation to the management of early departures across welsh public bodies. Flintshire undertook a voluntary self- assessment of our performance against the seven proposals for improvement. The Council either met or exceeded each of the relevant recommendation and we shared our self-assessment to Wales Audit Office as model practice.

Outside of the policies outlined above the Council does not operate any other policy of making any specific or general payment to its Chief Officers or any other employees on their ceasing to hold office or to be employed by the Council but it may, where appropriate, agree to waive contractual notice.

viii) Publication of Chief Officer and Other Senior Post Salaries

Upon approval by the full Council, this statement will published on the Councils Website. In addition, for posts where the full time equivalent salary is over £60,000 per annum the Councils Annual Statement of Accounts will include a note setting out by posts the total amount of:

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

ix) Pay Increases – Chief Officers

The Council employs Chief Officers under JNC terms and conditions which are incorporated into their contracts. The JNC for Chief Officers negotiates on national (UK) annual cost of living pay increases for this group, and any award of the same is determined on this basis. Chief Officers employed on JNC terms and conditions are contractually entitled to any national JNC determined pay rises and this Council will therefore pay these as and when determined in accordance with current contractual arrangements.

7. Remuneration of the Lowest Paid Employees

The lowest paid persons employed under a contract of employment with the Council are defined as those employed on full time 37 hours equivalent salaries in accordance with the minimum spinal column point currently in use within the Council's post single status grading structure. As at 1 January 2016, this is £13,871 per annum. The Council has adopted this definition as it is recommended in relevant guidance as the most easily understood.

The Council employs apprentices (and other such trainees) who are not included within the definition of 'lowest paid employees' and are paid less than the minimum spinal column point for other employees during their apprenticeship. The purpose of paying a lower salary is to reflect the particular nature and/or duration/frequency of their employment and to maximize the number of apprenticeships offered.

8. Relationship Between the Remuneration of Chief Officers and Employees who are not Chief Officers

The relationship between the rate of pay for the lowest paid and chief officers is determined by the processes used for determining pay and grading structures as set out earlier in this policy statement.

The statutory guidance under the Localism Act recommends the use of pay multiples as a means of measuring the relationship between pay rates across the workforce and that of senior managers, as included within the Hutton 'Review of Fair Pay in the Public Sector' (2010). The Hutton report was asked by Government to explore the case for a fixed limit on dispersion of pay through a requirement that no public sector manager can earn more than 20 times the lowest paid person in the organisation. The report concluded that the relationship to median earnings was a more relevant measure. The Council's policy therefore is to the publication of the ratio between highest paid salary and the median average salary of the whole of the authority's workforce.

The current pay levels within the Council define the multiple between the lowest paid (full time equivalent) employee and the Chief Executive as 1:9.46 and; between the lowest paid employee and average chief officer as 1:6.15.

The multiple between the median (average) full time equivalent earnings of pay between the Councils top earner, who is the Chief Executive and the median earner. The multiple between the median full time equivalent earning and the Chief Executive is **1:7.73**

The interim Hutton Fair Pay Report noted that most top to bottom pay multiples in the public sector are in the region of 8.1 to 12.1. The multiples in Flintshire are therefore well within this notional range.

9. National Negotiating Bodies and Pay Awards

The National Joint Council negotiates the pay, terms and conditions of staff in local authorities. It agrees an annual cost of living uplift to the national pay spine, on which each individual council decides where to place its employees. Each Council takes into account a number of factors such as job size and local market conditions when deciding an employee's salary. There are no nationally determined jobs or pay grades in local government, unlike in other parts of the public sector.

As with other Welsh Councils, the Council continues to comply with all nationally negotiated pay awards that are agreed at a UK level. This means that any pay awards negotiated at national level through the Joint Council for Local Government Employees and the Joint Negotiating Council for Craft Workers, Youth Workers and Community Officer will automatically be applied.

Negotiations are ongoing for 2016/17 and will be applied automatically once agreement is reached. The final agreement is expected to cover our immediate obligations under the National Living Wage (see below).

10. National Living Wage

On 1 April 2016 the National Living Wage will be introduced at a rate of £7.20 per hour which means that the current bottom three pay points on the 'Green Book' pay spine will be below that statutory minimum level. The current hourly rate of SCP6 is £7.06 (£13,614); SCP7 is £7.11 (£13,715) and SCP8 is £7.19 (£13,871).

Therefore, in the absence of the NJC reaching a pay agreement to be implemented in time for 1 April, the council is making preparations for employees currently paid on SCPs 6, 7 and 8 to have their pay increased in accordance with the National Living Wage, which in local government equates to £13,891 per annum with effect from 1 April 2016.

This figure has been calculated by multiplying the National Living Wage rate of £7.20 by the local government standard working week of 37 hours and then multiplied by 52.143.

This updated figure of £13,891 will continue to be paid until such time as the NJC finalises a pay agreement.

We face a huge challenge in the coming years of having to increase the bottom pay point from its current level of £7.06 per hour by potentially 32% to achieve the Government's target for the National Living Wage to reach 60% of median earnings (currently forecast to be around £9.35 per hour) in 2020. Work is ongoing to determine what changes, if any, will be required to our pay structure to meet the ongoing requirements of the National Living Wage.

As an employer we fully support the principle of the National Living Wage, the challenge arises from the lack of any national funding to support its introduction in the public services and within the sectors from which we commission services such as the care sector.

11. Additional Costs/Contributions faced by the Council and its Employees

From 1 April 2016, the changes to the Single Tier Pension will affect employees currently in contracted out pension schemes who will have to pay an additional 1.4% in National insurance contributions and therefore, will result in a reduction in take-home pay. The council are also affected and will have to pay an additional 3.4% which equates to £2.7m per annum (including Schools).

In addition, there are approximately 1,500 schools based employees who will come into scope of the Education Workforce Council (EWC) and will be required to register from 1 April 2016 at a cost of £15 per person.

Employees are also making increased contributions to their work-based pension scheme under the Local Government Pension Scheme Regulations, with the most senior employees making a proportionately greater contribution on a 'sliding scale' of contributions.

12. Re-engagement of Chief Officers

No Chief Officer who was previously made redundant or granted early retirement from the Council will be later re-employed or re-engaged either as an employee (Contract of Service), as a Consultant (Contract for Service) or through an external contractor commission to work in behalf of the Council.

This is aligned to the principles applied in the Voluntary Redundancy Policy which provides that employees who voluntarily leave the Councils employment under the Scheme should not be re-engaged in any capacity within a period of 24 months from the end of their employment save for exceptional circumstances and only if approved by the Chief Executive as Head of Paid Service.

**Appendix 1
Salary Scales**

Chief Executive Pay Scale

Scale	SCP	Salary 01/04/2016 and continuing
CEO Point 01	1	£120,737.00
CEO Point 02	2	£124,234.00
CEO Point 03	3	£127,734.00
CEO Point 04	4	£131,233.00

Chief Officer's Pay Scale

Grade	SCP	Salary range 01/01/2016 and continuing
Chief Officer	1	£80,580
Chief Officer	2	£83,640
Chief Officer	3	£86,700
Chief Officer	4	£90,780

**Young People's/Community Service Managers
(Youth and Community Officers)**

Point	SCP	Salary 01/04/16 and continuing
Y&C Officers Point 01	1	£34,637.00
Y&C Officers Point 02	2	£35,770.00
Y&C Officers Point 03	3	£36,903.00
Y&C Officers Point 04	4	£38,059.00
Y&C Officers Point 05	5	£39,234.00
Y&C Officers Point 06	6	£40,380.00
Y&C Officers Point 07	7	£41,553.00
Y&C Officers Point 08	8	£42,885.00
Y&C Officers Point 09	9	£43,620.00
Y&C Officers Point 10	10	£44,754.00
Y&C Officers Point 11	11	£45,883.00

Y&C Officers Point 12	12	£47,013.00
Y&C Officers Point 13	13	£48,135.00
Y&C Officers Point 14	14	£49,269.00
Y&C Officers Point 15	15	£50,404.00
Y&C Officers Point 16	16	£51,542.00
Y&C Officers Point 17	17	£52,686.00

Youth Workers (Pink Book)

Scale	SCP	Salary 01/04/16 and continuing
Point 01	1	£14,597.00
Point 02	2	£15,207.00
Point 03	3	£15,817.00
Point 04	4	£16,431.00
Point 05	5	£17,041.00
Point 06	6	£17,651.00
Point 07	7	£18,267.00
Point 08	8	£18,880.00
Point 09	9	£19,659.00
Point 10	10	£20,269.00
Point 11	11	£21,254.00
Point 12	12	£22,219.00
Point 13	13	£23,213.00
Point 14	14	£24,243.00
Point 15	15	£24,945.00
Point 16	16	£25,678.00
Point 17	17	£26,398.00
Point 18	18	£27,125.00
Point 19	19	£27,845.00
Point 20	20	£28,566.00
Point 21	21	£29,378.00
Point 22	22	£30,298.00
Point 23	23	£31,193.00
Point 24	24	£32,092.00
Point 25	25	£32,999.00
Point 26	26	£33,904.00
Point 27	27	£34,811.00
Point 28	28	£35,728.00
Point 29	29	£36,639.00
Point 30	30	£37,549.00

JNC Craft Pay Scales (Red Book)

JNC for Craft Pay Scales	Annual
Grade	Salary 01/04/16 and continuing
Building Labourer	£13,841
Heating and Ventilation Mate	£14,802
Building Craft Operative	£14,927
Plumber	£15,981
Engineer & Electrician	£16,496
Band 1 - Electrician	£22,108.21
Band 1 - Joiners & Builders	£19,809.82
Band 1 - Labourer	£18,058.69
Band 1 - Plumber	£21,013.75
Band 2 - Diag/Electrician	£24,078.26
Band 2 - Joiners & Builders	£21,889.32
Band 2 - Labourer	£20,247.63
Band 2 - Plumber	£22,983.79
Band 2 - Plumber (Gas Qual)	£24,078.26
Band 3 - Diag/Electrician	£25,719.95
Band 3 - Joiners & Builders	£23,312.14
Band 3 - Plumber	£24,625.49
Band 3 - Plumber (Gas Qual)	£25,719.95

Occupational Health Nurses Pay Scales

Point	Salary 01/04/16 and continuing
Point 16	£21,692.00
Point 17	£22,236.00
Point 18	£23,132.00
Point 19	£24,063.00
Point 20	£25,047.00
Point 21	£26,041.00
Point 22	£27,090.00
Point 23	£28,180.00
Point 24	£29,043.00
Point 25	£30,057.00
Point 26	£31,072.00
Point 27	£32,086.00
Point 28	£33,227.00
Point 29	£34,876.00
Point 30	£35,891.00
Point 31	£37,032.00
Point 32	£38,300.00

Point 33	£39,632.00
Point 34	£40,964.00
Point 35	£42,612.00
Point 36	£44,261.00
Point 37	£46,164.00
Point 38	£47,559.00

Post Single Status Pay Scales

Grade	SCP	Salary 01/01/16 and continuing
A	08	£13,871
	09	£14,075
	10	£14,338
	11	£14,751
B	12	£15,207
	13	£15,523
	14	£15,941
C	14	£15,941
	15	£16,572
	16	£16,969
D	16	£16,969
	17	£17,372
	18	£17,930
	19	£18,487
E	19	£18,487
	20	£19,048
	21	£19,742
	22	£20,253
F	23	£20,849
	24	£21,530
	25	£22,212
	26	£22,937
	27	£23,698
G	30	£26,198
	31	£27,123
	32	£27,924
	33	£28,746
H	34	£29,558
	35	£30,178
	36	£30,978
	37	£31,846
I	39	£33,857
	40	£34,746
	41	£35,570

J	42	£36,571
	43	£37,483
	44	£38,405
K	45	£39,267
	46	£40,217
	47	£41,140
	48	£42,053

L	51	£44,998
	52	£46,193
	53	£47,419
M	53	£47,419
	54	£48,680
	55	£49,971
N	56	£51,296
	57	£52,659

NJC Pay Scales

Grade	SCP	New Salary 1 January 2016
Scale 1	06	£13,614
*Scale 1	07	£13,715
Scale 1	08	£13,871
*Scale 1	09	£14,075
Scale 1	10	£14,338
Scale 1/Scale 2	11	£15,207
Scale 2	12	£15,523
Scale 2 / Scale 2a	13	£15,941
Scale 2a / Scale 3	14	£16,231
Scale 2a / Scale 3	15	£16,572
Scale 3	16	£16,969
Scale 3	17	£17,372
Scale 4	18	£17,714
Scale 4	19	£18,376
Scale 4	20	£19,048
Scale 4	21	£19,742
Scale 5	22	£20,253
Scale 5	23	£20,849
Scale 5	24	£21,530
Scale 5	25	£22,212
Scale 6	26	£22,937

Scale 6	27	£23,698
Scale 6	28	£24,472
SO1	29	£25,440
SO1	30	£26,293
SO1	31	£27,123
SO2	32	£27,924
SO2	33	£28,746
SO2 / M1	34	£29,558
M1	35	£30,178
M1 / M2	36	£30,978
M1 / M2	37	£31,846
M2	38	£32,778
M2 / M3	39	£33,857
M3	40	£34,746
M3	41	£35,662
M3 / M4	42	£36,571
M4	43	£37,483
M4	44	£38,405
M4 / M5	45	£39,267
M5	46	£40,217
M5	47	£41,140
M5 / M6	48	£42,053
M6	49	£42,957
M6	50	£43,889
M6	51	£44,813
SM1	52	£46,137
SM1	53	£47,471
SM1	54	£48,798
SM1	55	£50,129
SM2	56	£51,466
SM2	57	£52,799
SM2	58	£54,126
SM2	59	£55,464
SM3	60	£56,784
SM3	61	£58,120
SM3	62	£59,458

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FLINTSHIRE COUNTY COUNCIL

Date of Meeting	Tuesday, 1 March 2016
Report Subject	Proposed Alterations to the Local Resolution Procedure
Report Author	Chief Officer (Governance)

EXECUTIVE SUMMARY

The Council adopted the Local Resolution Procedure (“LRP”) on the 25 June 2013. Since then six cases have been handled under the LRP and it was considered that, as more than 2 years had passed since its adoption, it was appropriate to review the effectiveness of the procedure at a meeting of the Standards Committee.

On the 7 December 2015 a report was taken to the Standards Committee in order to review the LRP and with a recommendation to consider whether to impose a requirement for complaints under the LRP to be handled with due speed.

The committee resolved to take a report to the Constitution Committee to recommend that the LRP be altered to impose a 30 day time limit for referral of complaints to the Monitoring Officer from the date that the complainant becomes aware of the incident giving rise to the complaint, and to add a time limit to resolving complaints under the LRP of 12 months. It was further resolved that there should be a recommendation that these time limits can be extended at the discretion of the Monitoring Officer.

The report was considered at Constitution Committee on 27 January 2016 and resolved that the amended wording be approved and recommended by County Council for adoption.

RECOMMENDATIONS

1	To approve the proposed amended wording to the LRP (as highlighted in tracked changes to the current LRP at Appendix 1) and to take a report to the Council to recommend that the Council adopts that amended wording.
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REPORT DETAILS

1.00	LOCAL RESOLUTION PROCEDURE
1.01	Council approved the LRP at its meeting on the 25 June 2013. The LRP provides an alternative route for resolving some breaches of the Councillors' Code of Conduct. This procedure is available where the Monitoring Officer advises that complaints made to him are ones that are appropriate to be dealt with by the LRP rather than referred to the Public Services Ombudsman for Wales (PSOW). The Standards Committee reviewed the operation of the LRP at a meeting on the 7 December 2015, given that the LRP had been in operation for more than 2 years.
1.02	In reviewing the LRP the Standards Committee considered the local resolution processes of some other Welsh authorities, which had been discussed at the Standards Conference Wales 2015 in Cardiff last October. One of the practices that the Standards Committee considered would improve the operation of the LRP would be to impose a time limit of 30 days to refer complaints to the Monitoring Officer from the date that the complainant became aware of the behaviour giving rise to the complaint. Further, the Standards Committee considered that a 12 month timeframe should be imposed for resolving complaints that had been referred to the LRP.
1.03	In the case of both proposed time limits the Standards Committee considered that the Monitoring Officer should retain a discretion to extend those time limits where the Monitoring Officer considered it was justified to do so. For example, should a Member or officer suffer from illness or be away on a pre-planned holiday it may be considered that an extension of the timeframes would be justified.
2.00	RESOURCE IMPLICATIONS
2.01	Providing a mechanism to end complaints will help to conserve resources.
3.00	CONSULTATIONS REQUIRED / CARRIED OUT
3.01	Constitution Committee 27 January 2016. All changes to the LRP will need to be approved by Council.
4.00	RISK MANAGEMENT
4.01	If a complaint is terminated by the Council the complainant retains the rights to complain to the PSOW. The facts around the failed use of the LRP would be made known to the PSOW who could either decide to investigate or refer the matter back to the Council.

5.00	APPENDICES
5.01	Appendix 1 – Copy of the current LRP with the recommended amendments shown in tracked changes.

6.00	LIST OF ACCESSIBLE BACKGROUND DOCUMENTS
6.01	Local Resolution Procedure Contact Officer: Matthew Georgiou, Deputy Monitoring Officer Telephone: 01352 702330 E-mail: matthew_georgiou@flintshire.gov.uk

7.00	GLOSSARY OF TERMS
7.01	Public Services Ombudsman for Wales – an independent body appointed to consider, amongst other things, alleged breaches of the Code of Conduct for Members.

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Local Resolution Procedure For Complaints About Behaviour

INTRODUCTION

1. The Flintshire Standard and the Protocol for Member-Officer Relations are important in promoting good co-operation between members and between members and officers within the Council, thereby allowing the council to fulfil its duties effectively and professionally. It is therefore important that any allegations against a member that he/she has breached the standard and/or protocol can be dealt with quickly and effectively. The purpose of this procedure is to introduce a simple and easy way to understand the method of dealing with such allegations.

2. It is important that poor behaviour is quickly addressed and matters are handled whilst recollections are fresh. Therefore, this procedure will ~~therefore~~ only apply where a complaint has been made within 30 days of the complainant becoming aware of the incidents giving rise to the complaint, unless the Monitoring Officer exercises their discretion to extend the time limit. Further, this procedure will only apply to incidents or behaviour occurring in the 12 months prior to a complaint being made in writing to the Monitoring Officer. There will also be a 12-month time limit to resolving complaints under this procedure, unless the Monitoring Officer exercises their discretion to extend the time limit.

STAGE 1 OF THE PROCEDURE

3. Any member or officer who wishes to submit an allegation under this procedure should send the complaint to the Monitoring Officer. Officers wishing to make a complaint should first consult with their Chief Officer. Following receipt of the complaint the Monitoring Officer will act as follows:-

4. The Monitoring Officer will not deal with the allegation at this stage in order to preserve their ability to advise the Standards Committee later in the process. In the first place the allegation will be referred either the Deputy Monitoring Officer (or another officer nominated by the Monitoring Officer) who will advise whether the allegation falls within this procedure or whether it should be referred to the Ombudsman as an allegation of breach of the Members Code of Conduct.

N.B. The complainant has the statutory right to complain to the Public Service Ombudsman for Wales ("PSOW"). Should the complainant exercise that right then this procedure will not be used, and any efforts to resolve a complaint using this procedure will be stopped. The process will only resume if the matter is referred back for local resolution.

5. This procedure is only suitable for allegations made by officers or members of Flintshire County Council that a member has breached the Flintshire Standard or the Protocol on Member/Officer relations. It is not suitable for complaints:

- made by members of the public;
- which in the opinion of the Monitoring Officer allege a serious breach of the code of conduct;
- or
- alleging repeated breaches of the code of conduct, or breaches where are similar to complaints that have been handled at Stage 3 of this procedure.

If the complaint is suitable for this procedure then the Deputy Monitoring Officer will give advice about how to possibly resolve the complaint. If the complaint is not suitable for this procedure then the Deputy Monitoring Officer will give advice about what (if anything) can be done.

6. If following the first stage the complainant wishes to proceed with the allegation under this procedure the matter may be referred either to a conciliation meeting under Stage 2 or to a hearing by the Standards Committee under Stage 3.

STAGE 2 OF THE PROCEDURE

7. At Stage 2 a meeting will be held between:

- the complainant;
- the member against whom the complaint is made;
- the Chief Executive
- the leader of any relevant political group(s), that is to say the subject member's group leader and, if the complainant is a member, his/her group leader.

If the complainant is an officer, then it will be possible for the complainant to have a colleague or senior officer with him/her.

It is also possible for the matter to be dealt with in the complainant's absence in exceptional cases.

8. The purpose of this meeting will be to try and resolve the matter by conciliation. If deemed necessary the Chief Executive can call on the Monitoring Officer, the Deputy Monitoring Officer for advice and assistance.

STAGE 3 OF THE PROCEDURE

9. The third Stage is a hearing before the Standard Committee. The complainant will be asked to submit the substance of the complaint in writing and the member concerned will be asked for a written response. These papers, together with any additional written evidence that is submitted by either side will be distributed to the members of the Standards Committee.

10. Both the complainant and the member have the right to appear before the Standards Committee and to submit evidence from witnesses. Both will have the right to representation or to have a colleague present. The Council will not meet the costs of representation.

11. If either side wishes not to be present or fails to attend the hearing may be held in their absence.

12. After the evidence has been heard, both sides and their representatives will be asked to leave the chamber and the Standards Committee will come to a conclusion on the allegation. The Monitoring Officer will be available to advise the Committee.

13. The Committee can come to one of three conclusions, namely :-

- a) That there is no basis to the complaint.
- b) That there is a basis to the complaint but that no further action is required.
- c) That there is a basis to the complaint and that the member should be censured.

In addition the Committee can make recommendations to the Council regarding changing any procedures or taking any further action.

SUPPLEMENTARY MATTERS

14. The papers for the hearing will be exempt and it will be recommended that the hearing will take place with the press and public excluded. Publicity will not be given to the names of either the member or the complainant unless it is decided TO UPHOLD the complaint and that the member should be censured.

15. Stages 2 and 3 do not have to be following sequentially. Although it is possible for a complainant who remains dissatisfied after the conciliation meeting to ask for the matter to be referred to a hearing before the Standards Committee, it is also possible for a matter to proceed directly to the Standards Committee without going first to a conciliation meeting.

16. The aim of this procedure is to try and resolve complaints regarding members quickly and effectively. Nothing in this procedure prevents a complainant from submitting a complaint to the Public Services Ombudsman for Wales that a member has breached the Members Code of Conduct.

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FLINTSHIRE COUNTY COUNCIL

Date of Meeting	Tuesday, 1 st March 2016
Report Subject	Timing of Council Meetings
Report Author	Chief Officer (Governance)

EXECUTIVE SUMMARY

The Council's schedule of meetings is set at the annual meeting and has meetings held in the morning and in the afternoon in a ten week cycle. Recent suggestions from members have prompted a more detailed consideration of when we hold meetings. It is recognised that the established approach of morning and afternoon meetings may make attendance difficult for those members who work and or have caring responsibilities.

Following consideration of this issue at its meeting on 27th January 2016, the Democratic Services Committee has recommended that the Council should consider whether it should hold its meetings at 5.00 p.m. during the next municipal year.

To establish Members' views on when we hold committee meetings a survey is being carried out to enable preferences to be expressed. This will be reported back to the Democratic Services Committee on 27th April 2016.

RECOMMENDATIONS

1	That the Council approves holding its meetings at 5.00 p.m. during the next municipal year.
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REPORT DETAILS

1.00	EXPLAINING THE RECOMMENDATION FROM THE DEMOCRATIC SERVICES COMMITTEE
1.01	At the meeting of the Democratic Services Committee which was held on 27 th January 2016, a report by the Member Engagement Manager, <i>Schedule of Meetings for 2016/17</i> was submitted.
1.02	In that report, it was explained that it has been Flintshire practice to produce a schedule of meetings for the ensuing municipal year for consideration by Council at the Annual Meeting. The draft schedule, which is based on a 10 week committee cycle, is consulted on extensively, with the Cabinet, Overview & Scrutiny Chairs, the Chief Officer Team and other key officers. However, it was acknowledged that we have not previously afforded the wider membership of the Council the opportunity to comment until the schedule is considered by Council.
1.03	Recently, some Members have asked that the Council consider scheduling its meetings on a mixture of morning, afternoon and evening slots, to make it easier for those with work or caring responsibility to come to meetings. Following initial soundings, it became apparent that for such consultation to be on a meaningful basis, we should also include the possibility of our holding late afternoon or 'twilight' meetings, starting at 5.00 p.m. This should assist those Members who work and be more family friendly for those with caring responsibilities (afternoon meetings clash with picking up children from school, collecting family members from day centres, etc).
1.04	Section 6 of the Local Government (Wales) Measure 2011 empowers the Welsh Ministers to issue guidance about the timing of meetings with a view to introducing more flexible arrangements to accommodate councillors from more diverse backgrounds. Whilst the Ministers have not yet issued such guidance, it is recognised as being good practice within the Welsh Local Government Association Member Development charter (which Flintshire has been awarded) that Authorities should consult members on when meetings are held.
1.05	In the first instance, the Committee was asked to consider whether there was merit in having a broader span of meeting slots, by including late afternoon and/or evening slots.
1.06	Secondly, it was suggested that a survey of Members could be conducted, using software such as Survey Monkey for the 66 out of the 70 members who use Ipads. The other four members would receive a paper copy. This would enable Members to express their preferences. The results of the survey would be reported to the next meeting of the Democratic Services Committee on 27 th April 2016.
1.07	The report to the Democratic Services Committee also explained that if, following the survey and its consideration by the Democratic services Committee there was agreement to making changes, this could be

	reflected in the report which is submitted to the Annual Meeting which is to be held on 10 th May 2016.
1.08	<p>Following detailed consideration of the report, the Democratic Services Committee passed two resolutions:</p> <p>(a) That the Committee recommends to the County Council that it holds its meetings at 5.00 p.m. during the next municipal year; and</p> <p>(b) That officers be tasked with carrying out a survey amongst Members to enable them to express their preferences for changing when meetings of the Council are held.</p> <p>The survey referred to above in paragraph 1.06 and 1.08 (b) has already commenced. The Council is requested to consider whether it should hold its meetings at 5.00 p.m. during the next municipal year.</p>

2.00	RESOURCE IMPLICATIONS
2.01	The Authority has already adopted a flexible working policy for its staff. If a decision was made to hold more evening meetings, this may require more flexibility for those staff involved and may also necessitate revision of day time office cover levels.

3.00	CONSULTATIONS REQUIRED / CARRIED OUT
3.01	Publication of this report is part of the consultation on this issue.

4.00	RISK MANAGEMENT
4.01	Greater flexibility in when we hold our meetings should remove barriers for those Members who work full time/shifts or have caring responsibilities and ultimately may encourage a more diverse range of candidates to stand for election.
4.02	Any change may lead to an impact on employees who are expected to attend Council meetings in the evenings etc and who have their own caring responsibilities.

5.00	APPENDICES
5.01	None.

6.00	LIST OF ACCESSIBLE BACKGROUND DOCUMENTS
6.01	<p>(1) Democratic Services Committee minutes 27th January 2016, (2) Report by the Member Engagement Manager, <i>Schedule of Meetings for 2016/17</i>. Democratic services committee 27th January 2016</p> <p>Contact Officer: Robert Robins, Member Engagement Manager Telephone: (01352) 702320 E-mail: Robert.robins@flintshire.gov.uk</p>

7.00	GLOSSARY OF TERMS
7.01	<p>Welsh Local Government Association (WLGA): body which represents the interest of the 22 local authorities in Wales, together with the three National Park Authorities and the three Fire & Rescue Authorities.</p> <p>WLGA Member Development Charter: accreditation for good practice.</p> <p>Local Government (Wales) Measure 2011 (LG(W)M 2011): A Measure is a piece of law made by the Welsh Assembly. It has similar effect to an Act of Parliament. The Assembly is able to pass Measures on any ‘matter’ listed in Schedule 5 to the 2006 Act. After 2011, the Assembly has produced ‘Acts’ rather than ‘Measures’, with each having the same legislative weight.</p> <p>Slots: spaces in the schedule of meetings used for holding meetings.</p>



FLINTSHIRE COUNTY COUNCIL

Date of Meeting	Tuesday, 1 March 2016
Report Subject	Contracts Requiring Sealing
Report Author	Chief Officer (Governance)

EXECUTIVE SUMMARY

Certain contracts are required by contract procedure rules to be “under seal”. That is to say, to have the Council’s official seal attached rather than being signed by a manager. One such category is contracts worth more than £250,000. Section 12.10 of the Constitution requires all contracts over £50,000 to be in writing and either signed by two officers or sealed. For the sake of clarity there should only be one set of rules.

The report was considered by the Constitution Committee on 27 January 2016 and resolved that Section 12.10 be amended.

RECOMMENDATIONS

- 1 That Section 12.10 of the Constitution be amended by deleting the words struck out as follows

“Authentication of Documents

Where any document is necessary to any legal procedure or proceedings on behalf of the Council, it will be signed by the Chief Officer, Governance or other person authorised by him/her, unless any enactment otherwise authorises or requires, or the Council has given requisite Authority to some other person. ~~Notwithstanding any arrangements set out within the Contract Procedure Rules which may require particular forms of contract for contracts of a lesser value, the Council expressly resolves that any contract with a value exceeding £50,000 entered into on behalf of the local Authority in the course of the discharge of a Executive Function shall be made in writing. Such contracts must either be signed by at least two officers of the Authority or made under the common seal of the Council attested by at least one officer.”~~

REPORT DETAILS

1.00	CONTRACT PROCEDURE RULES
1.01	<p>The Council’s Contract Procedure Rules (CPRs) are a comprehensive set of requirements for entering into contracts. They require all contracts to be in writing. They also require the following contracts to be under seal (CPR 35.1).</p> <p>“The following contracts shall be in writing and executed under seal:</p> <ul style="list-style-type: none">(a) if the Council wishes to enforce the contract for more than six years after its end;(b) where the price paid or received under contract is a nominal price or there is no consideration and does not reflect the value of the works goods or services;(c) where there is any doubt about the authority of the person signing for the other contracting party;(d) where it is required by law; or(e) where the total value of the Contract exceeds £250,000. <p>The seal must not be affixed without the authority of Cabinet or of a Cabinet Member or Chief Officer acting under delegated powers. All contracts under seal will also require an official Purchase Order to be created on the Purchase-to-Pay solution (where available).”</p>
1.02	<p>Section 12.10 of the Constitution provides:</p> <p><u>“Authentication of Documents</u></p> <p>Where any document is necessary to any legal procedure or proceedings on behalf of the Council, it will be signed by the Chief Officer, Governance or other person authorised by him/her, unless any enactment otherwise authorises or requires, or the Council has given requisite Authority to some other person. Notwithstanding any arrangements set out within the Contract Procedure Rules which may require particular forms of contract for contracts of a lesser value, the Council expressly resolves that any contract with a value exceeding £50,000 entered into on behalf of the local Authority in the course of the discharge of a Executive Function shall be made in writing. Such contracts must either be signed by at least two officers of the Authority or made under the common seal of the Council attested by at least one officer.”</p> <p>Clearly, these requirements are similar to but not entirely consistent with the Contract Procedure Rules. It would be preferable for them to be entirely consistent.</p>

1.03	Given that CPR's are comprehensive it would be better for all the rules to be in the same location. It is therefore recommended that the part of 12.10 that duplicates CPR's should be deleted.
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2.00	RESOURCE IMPLICATIONS
2.01	None

3.00	CONSULTATIONS REQUIRED / CARRIED OUT
3.01	The CPR's were considered by the Audit Committee, Constitution Committee and Council.
3.02	The report was considered and recommended at Constitution Committee on 27 January 2016.

4.00	RISK MANAGEMENT
4.01	There are no risks associated with the proposed change.

5.00	APPENDICES
5.01	None

6.00	LIST OF ACCESSIBLE BACKGROUND DOCUMENTS
6.01	None Contact Officer: Gareth Owens, Chief Officer (Governance) Telephone: 01352 702344 E-mail: gareth.legal@flintshire.gov.uk

7.00	GLOSSARY OF TERMS
7.01	Contract Procedure Rules – a comprehensive set of rules that everyone must follow when entering into contracts on behalf of the Council.
7.02	Council Seal – a means of showing that a document has been authorised by the Council. It consists of a red wafer seal attached to a document and stamped with the Council's coat of arms. The seal is signed by the Chair of the Council and one of a limited number of other signatories.

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