

CABINET AGENDA



**TUESDAY 19 MARCH 2024 AT 7.30 PM
CONFERENCE ROOM 2 - THE FORUM**

The Councillors listed below are requested to attend the above meeting, on the day and at the time and place stated, to consider the business set out in this agenda.

Membership

Councillor Tindall (Leader)	Councillor Weston
Councillor Bromham	Councillor Wilkie
Councillor Dhyani	Councillor Capozzi
Councillor England (Deputy Leader)	

For further information, please contact Democratic Support or 01442 228209

AGENDA

1. MINUTES (Pages 3 - 9)

To confirm the minutes of the previous meeting

2. APOLOGIES FOR ABSENCE

To receive any apologies for absence.

3. DECLARATIONS OF INTEREST

To receive any declarations of interest

A member with a disclosable pecuniary interest or a personal interest in a matter who attends a meeting of the authority at which the matter is considered -

(i) must disclose the interest at the start of the meeting or when the interest becomes apparent

and, if the interest is a disclosable pecuniary interest, or a personal interest which is also prejudicial

(ii) may not participate in any discussion or vote on the matter (and must withdraw to the public seating area) unless they have been granted a dispensation.

A member who discloses at a meeting a disclosable pecuniary interest which is not registered in the Members' Register of Interests, or is not the subject of a pending notification, must notify the Monitoring Officer of the interest within 28 days of the disclosure.

Disclosable pecuniary interests, personal and prejudicial interests are defined in Part 2 of the Code of Conduct for Members

[If a member is in any doubt as to whether they have an interest which should be declared they should seek the advice of the Monitoring Officer before the start of the meeting]

4. PUBLIC PARTICIPATION

An opportunity for members of the public to make statements and ask questions in accordance with the rules as to Public Participation.

5. REFERRALS TO CABINET

There were no referrals to Cabinet

6. CABINET FORWARD PLAN (Page 10)

7. ALCOHOL RELATED PUBLIC SPACE PROTECTION ORDERS (Pages 11 - 29)

8. SENIOR OFFICER PAY POLICY (Pages 30 - 55)

MINUTES

CABINET

13 FEBRUARY 2024

Councillors: Tindall (Leader)
Bromham
Dhyani
England (Deputy
Leader)
Weston

Also attended: Cllrs Williams, Douris, Anderson, Taylor, Capozzi

Officers:	D Welsh	Chief Housing Officer
	N Howcutt	Chief Finance Officer
	Mark Brookes	Assistant Director Legal and Democratic Services
	C Dempsey	Financial Planning & Analysis Manager
	B Hosier	Head of Commercial Development
	S Whelan	Assistant Director Planning
	C Covington	SPAR Assistant Team Leader
	L Fowell	Democratic Services

The meeting began at 7.30 pm

CA/13/24 MINUTES

The minutes of the last meeting were approved.

CA/14/24 APOLOGIES FOR ABSENCE

Apologies were received from Cllr Wilkie

CA/15/24 DECLARATIONS OF INTEREST

There were no declarations of interest

CA/16/24 PUBLIC PARTICIPATION

Martin Smith from Kings Langley attended and read out a statement.

CA/17/24 REFERRALS TO CABINET

There were no referrals to Cabinet.

CA/18/24 CABINET FORWARD PLAN

M Brookes requested that the PSPO item be added to the Forward plan for March.

The forward plan was noted

CA/19/24 **BUILDING SAFETY POLICY**

Decision

Cabinet

1. Approved the Building Safety Policy.

RESOLVED TO RECOMMEND

2. **Recommended to Council** that the Chief Executive be designated as the Accountable Person within the Council's constitution and scheme of delegation and the Monitoring Officer is given delegated authority to make the required amendments to the Council's Scheme of Delegation.

Advice

Recommendation agreed

Please refer to the video minutes to view this item in full.

CA/20/24 **COMMITTEE TIMETABLE**

Decision

RESOLVED TO RECOMMEND

Cabinet **recommended that Council** approves the Committee Timetable for 2024/25 as set out in Appendix A to this report.

Advice

Recommendation agreed

Please refer to the video minutes to view this item in full.

CA/21/24 **HRA BUSINESS PLAN REFRESH**

Decision

RESOLVED TO RECOMMEND

1. **Recommend that Full Council** adopt the HRA Business Plan at Appendix A.
2. **Recommend that Full Council** approve the Acquisitions and Disposals policy at Appendix B.
3. **Recommend that Full Council** approve the Rent Policy at Appendix C.

Advice

Recommendation agreed

Please refer to the video minutes to view this item in full.

CA/22/24 PARKING CHARGES

Decision

1. Cabinet agreed to the proposed parking tariff increases and changes to charging policy as set out in Appendix 1 of this report, these include:
 - Off-Street Parking tariff changes for 2024,
 - Consolidating on-street (car parks) short stay sessions to introduce a new minimum stay of 2 hours,
 - Keep Limited Wait Bays (LWBs) on the peripheries of the high streets in Berkhamsted and Kings Langley as being free to use,
 - Keep all LWBs free in Apsley and Hemel Hempstead Old Town,
 - Introduce charges for LWBs in the centre of Tring and Kings Langley,
 - All chargeable LWBs (on-street parking) in the centre of Berkhamsted, Kings Langley, Tring plus Waterhouse Street and Marlowes to have maximum 1 hour stay with 2 tariffs: 30 mins for £0.80 or 1 hour for £1.50,
 - Hemel Hempstead On-street parking to reduce from the proposed 4 hours to 2 hours in:
 - Alexandra Road;
 - Cemetery Hill;
 - St John's Road;
 - Cotterells
 - London Road
 - Introduction of an 'Up to 10 hours' parking option in off-street parking,
 - Parking charges to apply from 8am – 6pm Monday to Sunday for both on-street and off-street parking,
 - All evening charging to be removed,
 - Kings Langley off-street car parks to remain free but stay limited to a maximum of 4 hours between 8am – 6pm (no time restriction after 6pm),
 - Canal Fields, Berkhamsted, to remain free but stay limited to a maximum of 4 hours between 8am – 6pm (no time restriction after 6pm),
 - The introduction of a change in the TRO to enable customers to extend a parking session by using the Pay By Phone app or the pay machines, but only where this allowed under the parking restrictions (e.g. it will not be possible to extend a parking session past the maximum stay),
 - Opening up part of the upper level of the Water Gardens North car park for public use Mon – Fri,
2. Cabinet agreed to progress with the statutory consultation on the parking tariffs and charging policies.
3. Cabinet agreed to delegate authority to the Leader of the Council and the Portfolio Holder for Corporate & Commercial Services to make any final decision on the implementation of the parking tariff increases and changes to charging policy following the statutory consultation.
4. Cabinet agree that the Leader of the Council liaise with officers and the Portfolio Holder for Climate and Ecological Emergency to agree the appropriate legal route to enable the enforcement of electric vehicle charge point bays in neighbourhood shopping centres.

Advice

Recommendation agreed

Please refer to the video minutes to view this item in full.

CA/23/24 DRAFT INTERIM ASSET MANAGEMENT STRATEGY

Decision

Cabinet:

Approved the interim Housing Asset Management Strategy 2024 – 2026

Advice

Recommendation agreed

Please refer to the video minutes to view this item in full.

CA/24/24 BUDGET

Decision

RESOLVED TO RECOMMEND

Cabinet recommends Council to:

General Fund Revenue Estimate

1. Set a Dacorum Borough Council General Fund Council Tax requirement of £13.821m, and a provisional amount of £15.144m for the combined Borough Council and Parish Councils' requirement for 2024/25;
2. Approve a Band D Council Tax increase of £6.66 (2.99%) for Dacorum Borough Council;
3. Approve the base estimates for 2024/25, as shown in Appendix A1, and the indicative budget forecasts for 2024/25 – 2027/28, as shown in Appendix A2;
4. Approve the forecast balances of Revenue Reserves as shown in Appendix J, and approve section 10 of this report as the updated Reserves Strategy;
5. Approve increases in Fees and Charges for 2024/25 as set out in Appendices C3, D3, and E3;
6. Approve and adopt the Treasury Management Strategy for 2024/25, attached at Appendix K;
7. Approve and adopt the Capital Strategy for 2024/25, attached at Appendix L;
8. Note that this budget paper, if approved by Council, will form part of the Medium Term Financial Strategy.

Capital Programme

9. Approve the Capital Programme for 2024/25 to 2028/29, as detailed in Appendix I;

10. Approve the financing proposals in Appendix I subject to an annual review of the financing options by the Chief Finance Officer, in consultation with the Portfolio Holder for Finance and Resources, during the preparation of the Statement of Accounts.

Housing Revenue Account (HRA)

11. Set dwelling rents according to DLUHC guidance, which provides for a rent increase of CPI plus 1% which equates to 7.7%. The average dwelling rent is proposed to be £127.73 per week in 2024/25 (based on 52 weeks);

12. Approve the HRA budget for 2024/25 as shown in Appendix F

Employer Terms and Conditions

13. Note that the hourly rate of all Council employees continues to exceed the rate proposed by the rates of the Living Wage Foundation, for 2024/25 (to be reviewed annually thereafter).

Statement by Chief Finance Officer

14. Approve the statement by the Chief Finance Officer regarding the robustness of the budget estimates and level of reserves as set out in Appendix M.

Advice

Recommendation agreed

Please refer to the video minutes to view this item in full.

CA/25/24 CHILTERNS BEECHWOODS SPECIAL AREA OF CONSERVATION MITIGATION STRATEGY AND SUITABLE ALTERNATIVE NATURAL GREENSPACE UPDATE

Decision

1. That the update on CBSAC Mitigation Strategy matters presented be noted.
2. That Gadebridge Park, Margaret Lloyd Park, Howe Grove, and an extension to Bunkers Park, be considered and, if appropriate, taken forward as the next phase of Council SANG sites.
3. That the relevant Ward members and Town and Parish Councils be involved in the drafting and finalising of SANG Management Plans for Council owned sites.
4. That a Dacorum SANG Strategy be prepared to support identified future needs for Council led SANG arising from development.
5. That authority be delegated for the CBSAC Mitigation Strategy decisions, Section 106 Legal Agreements for appeals and Development Consent Orders as set out in table 2.

RESOLVED TO RECOMMEND

6. Cabinet **recommended that Council** delegates authority to the Monitoring Officer to amend the Constitution to give effect to recommendation 5 above.

Advice

Recommendation agreed

Please refer to the video minutes to view this item in full.

CA/26/24 FINANCIAL MONITORING REPORT

Decision

1. That Cabinet notes the financial position for 2023-24 as at Quarter 3.

RESOLVED TO RECOMMEND

2. That Cabinet **recommends to Council** to approve the following Reserve Drawdowns:
 - a. £0.100m Funding for Luton Airport Legal costs - £0.050m from the Dacorum Development reserve and £0.050m from the Local Development Framework reserve.
 - b. £0.025m drawdown to fund additional Customer Support Unit (CSU) support for Garden waste renewals from the Management of Change reserve
3. That Cabinet recommends to Council to approve the following reserve transfer:
 - a. £0.020m for funding of an update to the Council Human Resources System Itrent in 2024-25. There is one off provision in 2023-24 budgets for this upgrade, work on which has now slipped to 2024-25.
4. That Cabinet recommends to Council to approve the following supplementary capital budgets representing growth to the Capital Programme:
 - £2.265m relating to a payment to Hightown Housing Association for the provision for affordable housing in the borough at 66 Books, Wood End Lane. This expenditure was approved by Cabinet in February 2023. Full Council approval is now required to increase the capital programme budget accordingly.
 - Provision of Electric Vehicle Charging Points (EVCP) in the borough, funded entirely by government grant £0.415m.
5. That Cabinet notes the following additional slippage on the capital programme to future years:
 - General Fund £1.404mHousing Revenue Account £6.804m

Advice

Recommendation agreed

Please refer to the video minutes to view this item in full.

The Meeting ended at 8.00 pm

CABINET FORWARD PLAN

	DATE	MATTERS FOR CONSIDERATION	Decision Making Process	Reports to Monitoring Officer/ S.151 Officer	CONTACT DETAILS	BACKGROUND INFORMATION
	23/04/24	Anti-Social Behaviour Policy		04/04/24	Natasha Beresford – Assistant Director Housing Operations and Safer Communities Natasha.beresford@dacorum.gov.uk	
	23/04/24	Quarterly Strategic Risk Register		04/04/24	Nigel Howcutt – Chief Finance Officer Nigel.howcutt@dacorum.gov.uk	
	21/05/24	Youth Engagement Strategy		09/05/24	Chris Fennell Head of Communities and Leisure Chris.fennell@dacorum.gov.uk	
	21/05/24	Local Connection Policy		09/05/24	Julie Abbey-Taylor Head of Investment and Delivery Julie.Abbey-Taylor@dacorum.gov.uk	
	21/05/24	Markyate Conservation Area Character Appraisal		09/05/24	Philip Stanley Head of Development Management Philip.stanley@dacorum.gov.uk	
	21/05/24	Mayoral Service Arrangements		09/05/24	Mark Brookes – Assistant Director Legal & Democratic Services Mark.brookes@dacorum.gov.uk	
	21/05/24	Affordable Housing SPD		09/05/24	Sara Whelan – Assistant Director Planning Sara.whelan@dacorum.gov.uk	
	21/05/24	Hemel Health Campus		09/05/24	James Doe Strategic Director Place James.doe@dacorum.gov.uk	
	18/06/24	CIL Review		30/05/24	Sara Whelan – Assistant Director Planning Sara.whelan@dacorum.gov.uk	
	23/07/24	Tenancy Strategy		04/07/24	Natasha Beresford – Assistant Director Housing Operations and Safer Communities Natasha.beresford@dacorum.gov.uk	



Cabinet

Report for:	Cabinet
Title of report:	Alcohol related Public Spaces Protection Orders
Date:	19 th March 2024
Report	Councillor Capozzi, Portfolio Holder for Corporate and Commercial Services
Part:	I
If Part II, reason:	N/A
Appendices:	Appendix A: Maps of areas covered by Alcohol related Public Space Protection Orders
Background papers:	Home Office – Reform of anti-social behaviour powers: Statutory guidance for frontline professionals (section 2.5) (Home Office - Anti-social behaviour powers statutory guidance for frontline professionals Updated March 2023).
Glossary of acronyms and any other abbreviations used in this report:	PSPO – Public Spaces Protection Order FPNs – Fixed Penalty Notices DPPO – Designated Public Places Order

<p>Report Author</p> <p>Sally Mcdonald, Licensing Manager</p> <p> </p> <p>Sally.Mcdonald@dacorum.gov.uk / 01442 228470</p> <p>Responsible Officer</p> <p>Mark Brookes, Assistant Director (Legal and Democratic Services)</p> <p> </p> <p>Mark.brookes@dacorum.gov.uk / 01442 228236 (ext. 2236)</p>

Corporate Priorities	A clean, safe and enjoyable environment
Wards affected	Hemel Hempstead Town

	<p>Highfield Berkhamsted Castle, Berkhamsted East and Berkhamsted West Northchurch Bovingdon Flaunden and Chipperfield Boxmoor Apsley and Corner Hall Nash Mills</p>
Purpose of the report:	<p>To consider the outcome of public consultation on the extension of alcohol related Public Spaces Protection Orders in the Borough, which proposes continuing to provide an additional means of controlling the consumption of alcohol, which is having a detrimental effect on the quality of life for those living and working in Dacorum.</p>
Recommendations to the decision makers:	<p>That Cabinet approves the re-establishment of the Public Space Protection Orders as set out in paragraph 1.5, and in Appendix A, of the report.</p>
Period for post policy/project review:	<p>Orders are in effect for 3 years</p>

1 Background:

- 1.1. Under the Anti-social Behaviour, Crime and Policing Act 2014, local authorities may make orders to prohibit specified activities, and/or require specified activities to be carried on in accordance with certain requirements, within a designated area in the public domain, which may include public highways and footways, parks and open spaces, pedestrianised areas, or similar. Such orders are known as Public Spaces Protection Orders (PSPOs). The current orders have been in place since between 2006 and 2007, when they were initially known under previous legislation as Designated Public Places Orders, or DPPOs.
- 1.2. Where an alcohol related PSPO is in force, it is a criminal offence to do anything which is prohibited under the order, or to fail to comply with requirements of the order. Persons guilty of such offences are liable, on summary conviction, to a fine not exceeding level 3 on the standard scale (currently up to £1000). Offences may also be disposed of by way of a fixed penalty notice of up to £100, payable to the local authority. It is recommended that fine levels remain at £88.
- 1.3. PSPOs may be enforced by a police officer, Police Community Support Officer, or a person authorised by the local authority for that purpose. The Police and Council have limited resources that can be made available for such enforcement proactively, so it is likely that, if the PSPOs are re-established, the powers will be used reactively in areas where problems arise. The use of external contractors may continue to have a positive impact on the proactive enforcement of these orders where required.
- 1.4. Prior to making, extending, varying or discharging a PSPO, a local authority must:
 - Consult the chief officer of police and the Policing and Crime Commissioner for the applicable area; any community representatives that it is thought appropriate to consult; and the owners/occupiers of land included within the restricted area;
 - Publish the draft Order (or details of variation/discharge proposal);
 - Notify any parish/town councils within the restricted area, and the County Council;
- 1.5. Until April 2024, the Council has 6 alcohol specific PSPOs in force covering the areas that were subject to this consultation, maps of which are provided in Appendix A:
 - Hemel Hempstead town centre, Gadebridge Park, Old Town, Randall Park
 - Berkhamsted and Northchurch
 - Bovingdon
 - Boxmoor
 - Evans Wharf, Aspley Lock
 - Frogmore End, Durrants Hill Road
- 1.6. Prohibitions on alcohol consumption will not apply to any part of a licensed premises, including beer gardens and terraces, with the expectation that the management of those premises will control the consumption of alcohol within the curtilage of their premises, under threat of a licence review if they fail to do so. Public spaces which are licensed for the sale of alcohol, (e.g. parks licensed for events), are also exempted at times when alcohol is being lawfully sold there.
- 1.7. PSPOs may be challenged in the High Court by any person who lives in, regularly works in, or regularly visits a restricted area, within 6 weeks of an Order being made or varied.
- 1.8. A PSPO enforcement service is now in place.

2. Consultation outcome

- 2.1. A six-week consultation was carried out from the 4th January 2024 to 7th February 2024. This was a short and relatively light touch consultation, given that the areas proposed matched those that had previously been protected in this way, without any complaints arising from the use of PSPOs or DPPOs for this purpose.
- 2.2. The public consultation was carried out using the Council's 'Let's Talk Dacorum' page on its website. Hertfordshire Constabulary were consulted with directly, as required by the legislation, alongside Hertfordshire County Council, the Council's Environmental and Community Protection, Clean Safe and Green teams and DENS.
- 2.3. Responses were received as follows:

The Environmental and Community Protection team responded to support an extension of the Orders, confirming that 20 FPNs had been issued between November 2021 and December 2023, with all being issued in the Hemel Hempstead Town Ward, which covers Marlowes, Water Gardens, Market Square and Bridge Street.

There was no response from the public.

3. Financial and value for money implications:

- 3.1. In areas where an order has effect, the local authority must arrange for the display of signage advising of the effect of the order, and signage is currently in place at all locations covered. There is no prescribed format or size requirements for these signs, and costs ultimately depend upon the number of signs required and the design/materials used. There will be ongoing maintenance costs to replace any damaged signage.
- 3.2. It is proposed that enforcement of the PSPOs will be carried out within existing resources as part of the overall enforcement contract, and with assistance from Hertfordshire Constabulary.

Value for Money

- 3.3. PSPOs are seen as a more cost-effective means of controlling the activities in question than under byelaws, also providing a wider range of enforcement options.

4. Risk implications:

- 4.1. There will be risks associated with Council enforcement officers who may be tasked with enforcing the PSPO and appropriate training will need to be maintained, although this burden is likely to be lessened by the use of external contractors to take enforcement action. The Council currently works in partnership with District Enforcement, who are authorised to issue FPNs for breaches of PSPOs, and whose officers have been given defined delegated powers by the Council to carry out this function. They are able to issue FPNs in line with the alcohol related PSPOs but only if the offender's alcohol consumption is associated with nuisance or anti-social behaviour in that area.
- 4.2. There are also reputational risks in terms of the Council being perceived as enforcing against vulnerable persons and seeking to criminalise certain behaviours, which would not normally attract fixed penalty notices or prosecution for non-payment.
- 4.3. The PSPOs may raise expectations that prohibited behaviours will be eliminated entirely. However, due to difficulties in identifying some of the contraventions and taking a proportionate approach to enforcement there will not always be immediate results, which will be noticeable to the public.

5. Equalities, Community Impact and Human Rights:

- 5.1. A Community Impact Assessment was completed during the consultation period.
- 5.2. The authority must also consider the continuation of restrictions against the rights of freedom of expression (Article 10) and assembly (Article 11) under the European

Convention on Human Rights. The proposed continuation of restrictions has been considered against the rights in Article 10 and 11 but it is not considered that there will be any infringement on these rights. If there is any infringement, it is considered that it is proportionate for the prevention of disorder and crime.

6. Statutory Comments

Monitoring Officer:

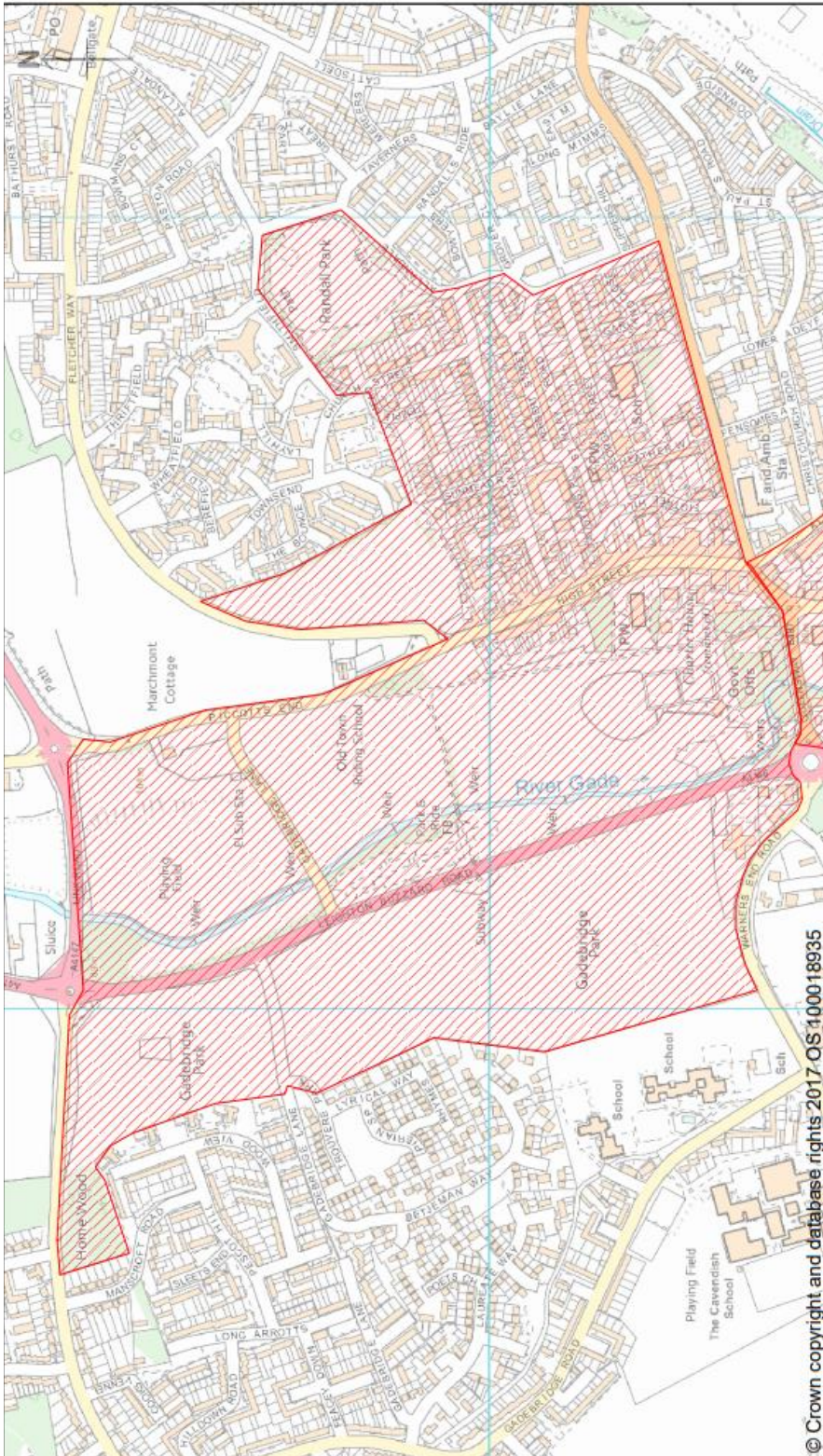
This is a report from the Monitoring Officer's team and comments are incorporated in the report.

S151:

The 2024/25 approved budget supports the delivery of the proposed PSPO arrangements recommended in this report.

MAPS OF AREAS WHERE PUBLIC SPACE PROTECTION ORDERS APPLY

1. Hemel Hempstead Town Centre (North)



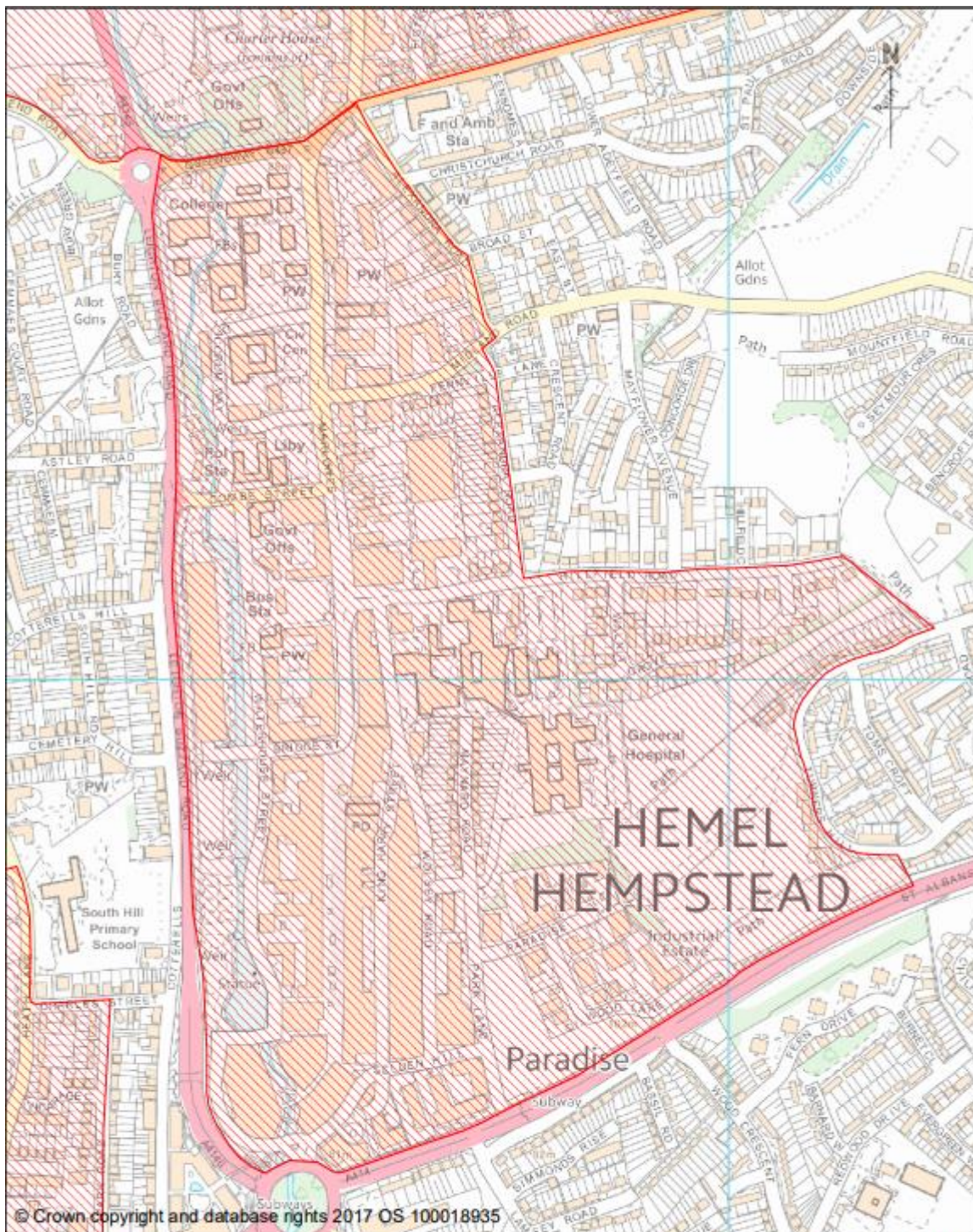
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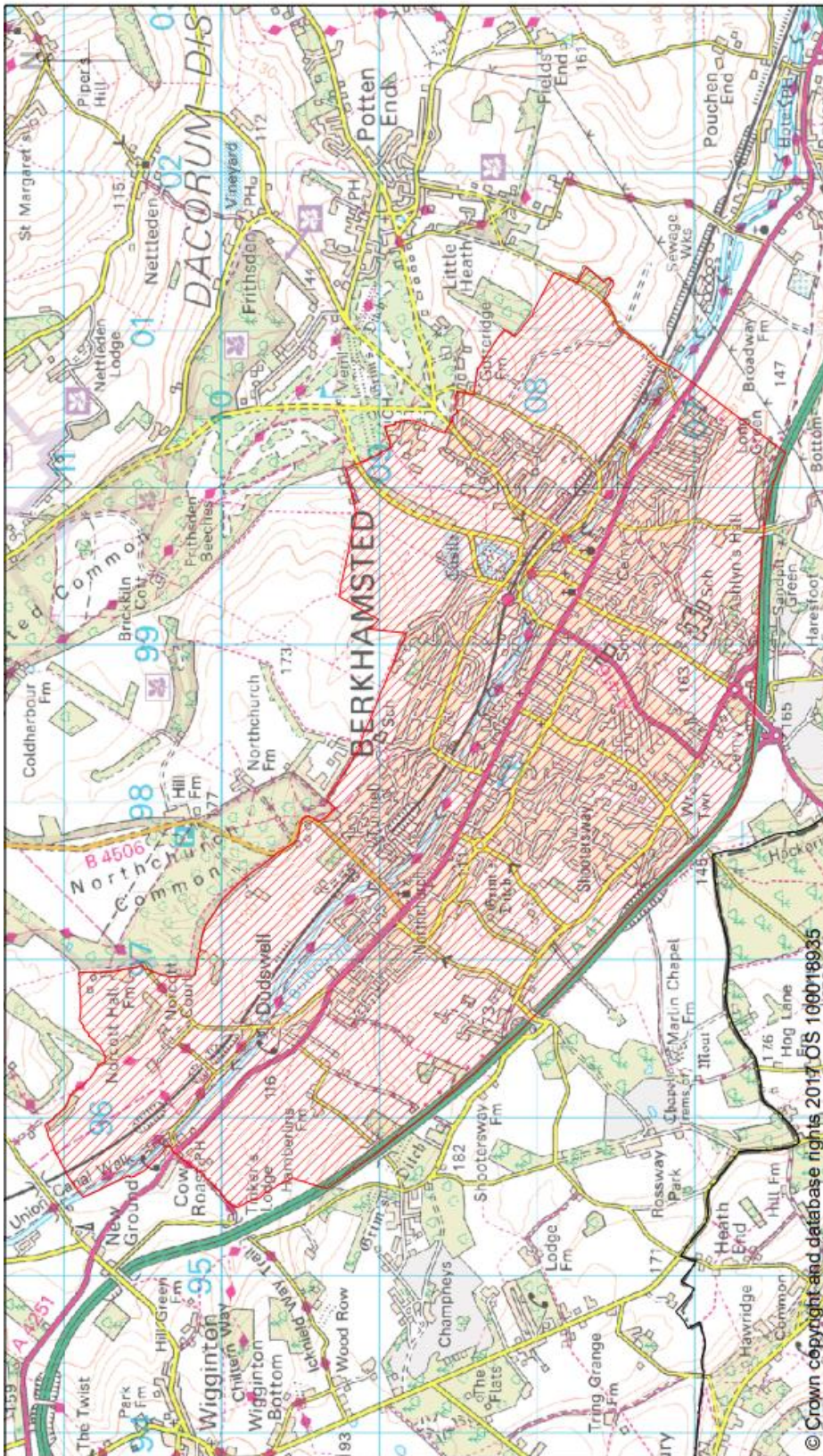
2. Hemel Hempstead Town Centre (South)



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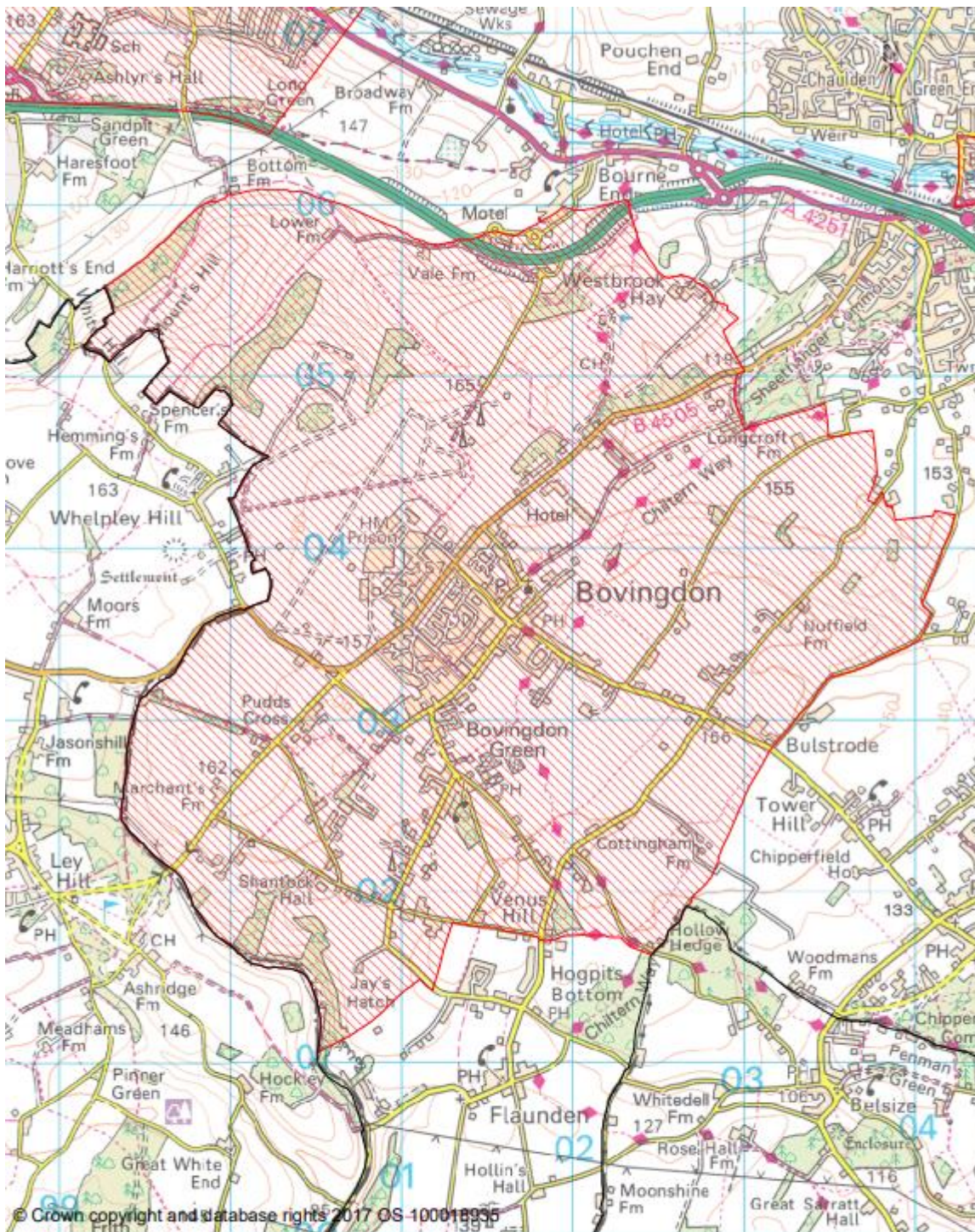
3. Berkhamsted and Northchurch



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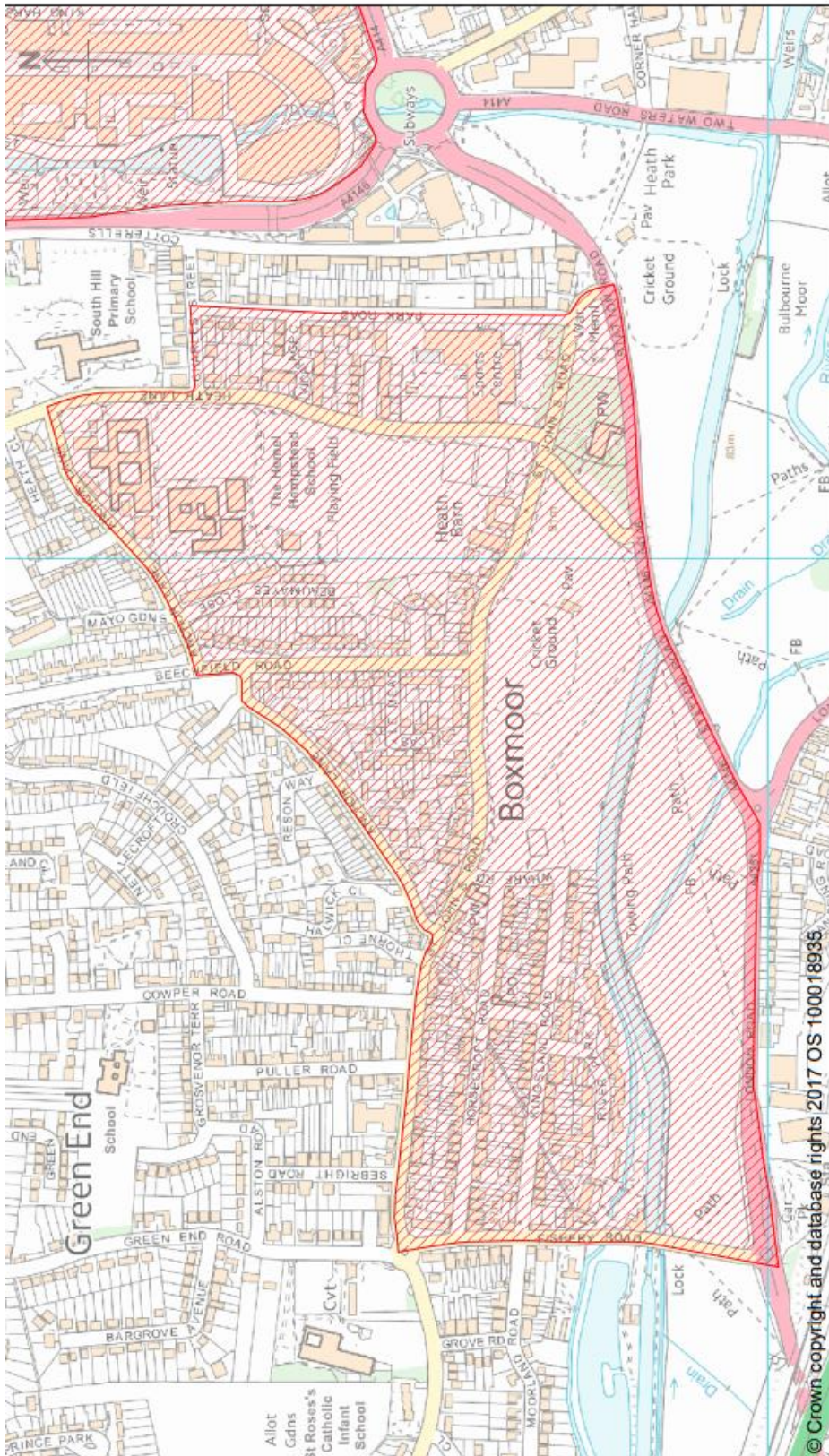
4. Bovington



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5. Boxmoor

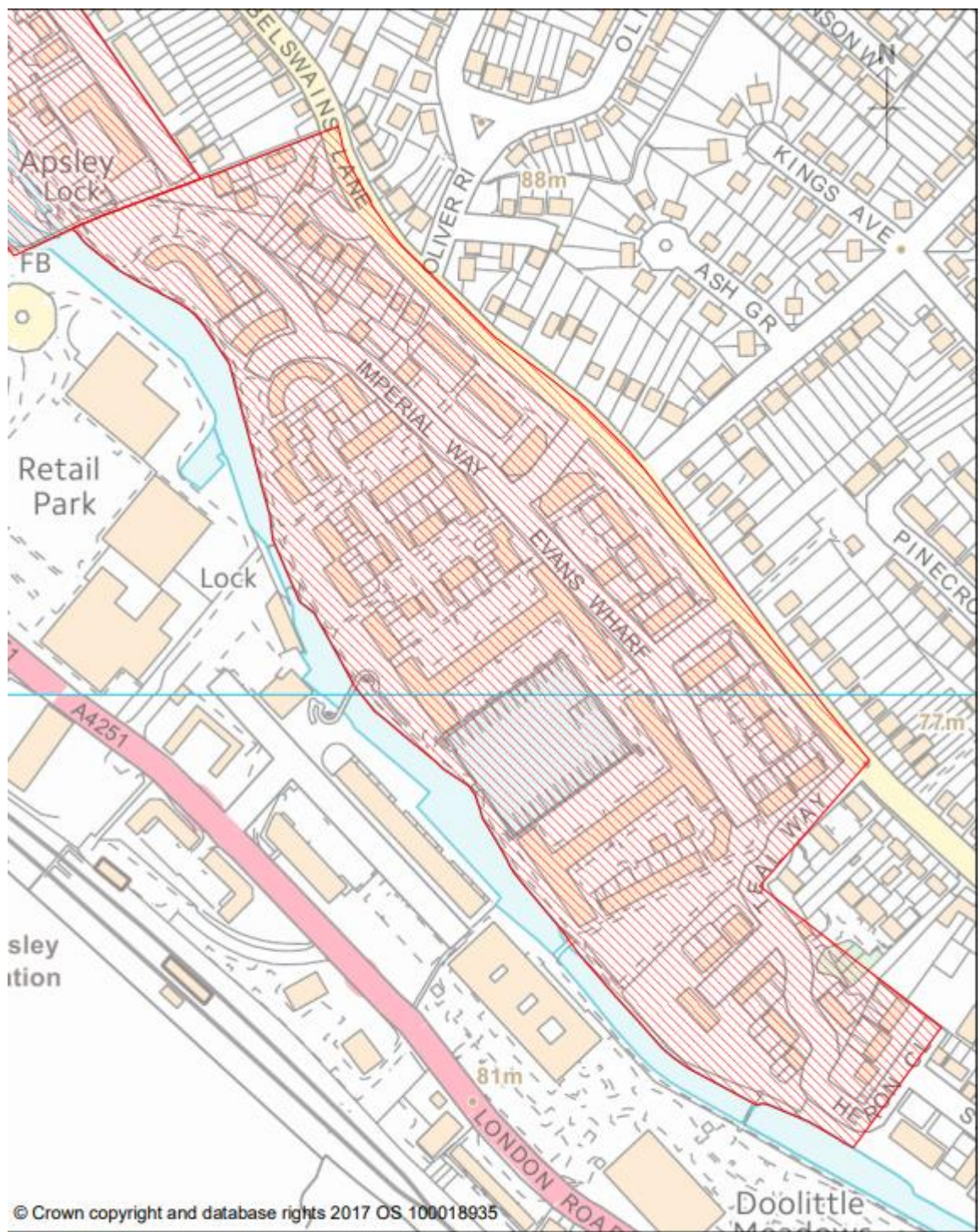


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6. Evans Wharf, Frogmore End/Durrants Hill Road

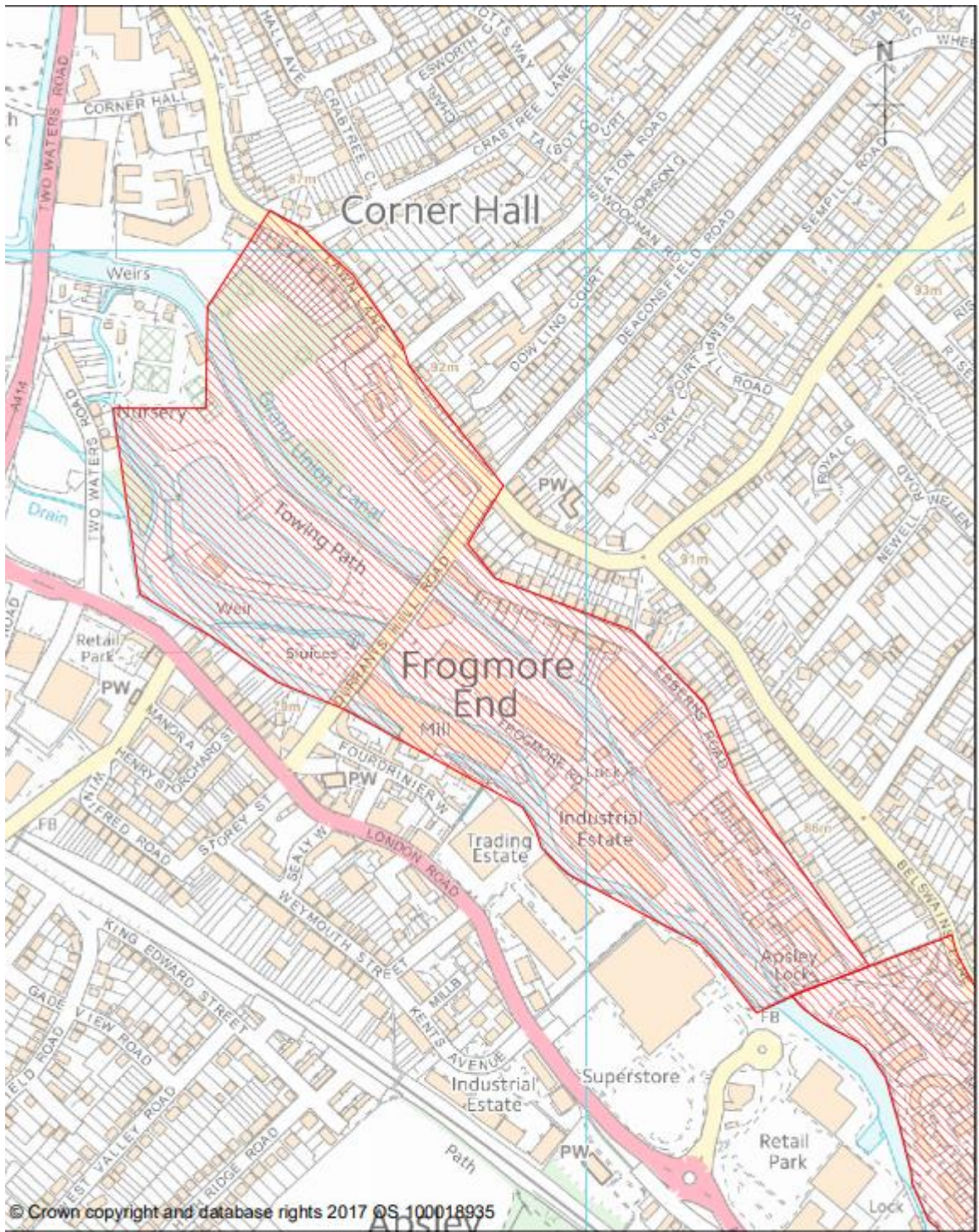


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Dacorum BC Community Impact Assessment (CIA) Template

Policy / service / decision

Alcohol related Public Space Protection Orders

Description of what is being impact assessed

What are the aims of the service, proposal, project? What outcomes do you want to achieve? What are the reasons for the proposal or change? Do you need to reference/consider any related projects?

Stakeholders; Who will be affected? Which protected characteristics is it most relevant to? Consider the public, service users, partners, staff, Members, etc

It is advisable to involve at least one colleague in the preparation of the assessment, dependent on likely level of impact

The proposal to extend Public Space Protection Orders is to enable continuation of the provision of additional powers to the police. Council and contracted authorised officers to tackle antisocial behaviour connected to the consumption of alcohol, therefore protecting the public who use or live near to the affected areas.

Continuing to have these orders in place will give these bodies the power to confiscate alcohol where there is antisocial behaviour either taking place, or likely to take place as a result of the consumption of alcohol, and to issue fines should individuals fail to comply with such requests.

These orders will affect any member of the public living or using the areas affected as it will allow them to do so with less fear of antisocial behaviour. The Police, Council and contracted authorised officers will be affected as there will be greater expectation that incidents related to the PSPOs will be dealt with effectively.

Evidence

What data/information have you used to assess how this policy/service/decision might impact on protected groups?

(include relevant national/local data, research, monitoring information, service user feedback, complaints, audits, consultations, CIAs from other projects or other local authorities, etc.). You should include such information in a proportionate manner to reflect the level of impact of the policy/service/decision.

The PSPOs have been in place for some time (since 2006/7), previously as Designated Public Place Orders (DPPOs) and there have been no evidenced negative implications for any protected groups.

Who have you consulted with to assess possible impact on protected groups? *If you have not consulted other people, please explain why? You should include such information in a proportionate manner to reflect the level of impact of the policy/service/decision.*

The Police have been consulted directly in regards to the implementation of the PSPOs in general, and have not raised any concerns.

A 6 week public consultation was also carried out between 4th January 2024 and 7th February 2024, and no responses were received. Alcohol related PSPOs have been in place since 2017 with Designated Public Places Orders exercising similar powers being in place since 2006/7. There are no recorded complaints about the existence of these orders and the powers that they provide to services to tackle potential anti-social behaviour.

Analysis of impact on protected groups (and others)

The Public Sector Equality Duty requires Dacorum BC to eliminate discrimination, advance equality of opportunity and foster good relations with protected groups. Consider how this policy/service/decision will achieve these aims. Using the table below, detail what considerations and potential impacts against each of these using the evidence that you have collated and your own understanding. Based on this information, make an assessment of the likely outcome, **before** you have implemented any mitigation.

- *The PCs of Marriage and Civil Partnership and Pregnancy and Maternity should be added if their inclusion is relevant for impact assessment.*
- *Use “insert below” menu layout option to insert extra rows where relevant (e.g. extra rows for different impairments within Disability).*

Summary of impact		Negative impact / outcome	Neutral impact / outcome	Positive impact / outcome
Protected group	<i>What do you know? What do people tell you? Summary of data and feedback about service users and the wider community/ public. Who uses / will use the service? Who doesn't / can't and why? Feedback/complaints?</i>			
Age	Any age of person could be a victim or perpetrator of anti-social behaviour, but often the data is not sufficient to say whether alcohol is involved or not.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

	<p>These orders can prevent alcohol leading to nuisance behaviour in the relevant locations. Such behaviour could be aimed at people as a result of any visible/perceived protected characteristic. Groups of any age may risk of abuse from drunk groups of people from a different age group with inappropriate/offensive comments as a result of lower inhibitions caused by alcohol consumption.</p>			
<p>Disability (physical, intellectual, mental)</p> <p><i>Refer to CIA Guidance Notes and Mental Illness & Learning Disability Guide</i></p>	<p>Public Space Protection orders can prevent alcohol leading to nuisance behaviour in the relevant locations. Such behaviour could be aimed at people as a result of any visible/perceived protected characteristic</p> <p>People with disabilities may be at a greater risk of abuse from drunk groups with inappropriate/offensive comments as a result of lower inhibitions caused by alcohol consumption.</p>	□	□	☒
<p>Gender reassignment</p>	<p>Public Space Protection orders can prevent alcohol leading to nuisance behaviour in the relevant locations. Such behaviour could be aimed at people as a result of any visible/perceived protected characteristic</p> <p>People perceived to be part the LGBTQT community may be at a greater risk of abuse from drunk groups with inappropriate/offensive comments as a result of lower inhibitions caused by alcohol consumption.</p>	□	□	☒
<p>Race and ethnicity</p>	<p>Public Space Protection orders can prevent alcohol leading to nuisance behaviour in the relevant locations. Such behaviour could be aimed at people as a result of any visible/perceived protected characteristic</p> <p>Groups of any race or ethnicity may risk of abuse from drunk groups of people from a different races or ethnicities with</p>	□	□	☒

	inappropriate/offensive comments as a result of lower inhibitions caused by alcohol consumption.			
Religion or belief	<p>Public Space Protection orders can prevent alcohol leading to nuisance behaviour in the relevant locations. Such behaviour could be aimed at people as a result of any visible/perceived protected characteristic</p> <p>Some religions and beliefs may be more visible than others as a result of religious clothing, or closely connected cultural appearances and could be subjected to abuse from drunk groups with inappropriate/offensive comments as a result of lower inhibitions caused by alcohol consumption.</p>	☐	☐	☒
Sex	<p>Public Space Protection orders can prevent alcohol leading to nuisance behaviour in the relevant locations. Such behaviour could be aimed at people as a result of any visible/perceived protected characteristic</p> <p>Women may be at a greater risk of abuse from drunk groups with inappropriate/offensive comments as a result of lower inhibitions caused by alcohol consumption.</p>	☐	☐	☒
Sexual orientation	<p>Public Space Protection orders can prevent alcohol leading to nuisance behaviour in the relevant locations. Such behaviour could be aimed at people as a result of any visible/perceived protected characteristic</p> <p>People perceived to be part of the LGBTQ community may be at a greater risk of abuse from drunk groups with inappropriate/offensive comments as a result of lower inhibitions caused by alcohol consumption.</p>	☐	☐	☒

<p>Not protected characteristics but consider other factors, e.g. carers, care leavers, veterans, homeless, low income, loneliness, rurality etc.</p>	<p>Homeless people may wish to drink alcohol in public places, and could have this confiscated using the orders if its consumption is considered to be antisocial. However, homeless individuals in public places consuming alcohol can lead to connected nuisance such as litter, public urination and unpleasant odours, and so these orders could have a positive impact on reducing these issues.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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Negative impacts / outcomes action plan

Where you have ascertained that there will potentially be negative impacts / outcomes, you are required to mitigate the impact of these. Please detail below the actions that you intend to take.

<p>Action taken/to be taken <i>(copy & paste the negative impact / outcome then detail action)</i></p>	<p>Date</p>	<p>Person responsible</p>	<p>Action complete</p>
<p>Homeless people may wish to drink alcohol in public places, and could have this confiscated using the orders if its consumption is considered to be antisocial.</p> <p>However, homeless individuals in public places consuming alcohol can lead to connected nuisance such as litter, public urination and unpleasant odours, and so these orders could have a positive impact on reducing these issues.</p> <p>The departments of the Council who may play a role in enforcing the PSPOs form part of Dacorum’s Community Safety Partnership and will be</p>	<p>April 2027</p>	<p>Licensing Manager through engagement with various partners involved in providing support for the homeless via</p>	<p style="text-align: center;"><input type="checkbox"/></p>

able to liaise with outreach services and other partners through the Joint Action Group		The Community Safety Partnership	
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If negative impacts / outcomes remain, please provide an explanation below.

Completed by (all involved in CIA)	Sally McDonald
Date	07/03/24
Signed off by (AD)	M Brookes
Date	07/03/24
Entered onto CIA database - date	
To be reviewed by (officer name)	
Review date	



Report for:	Cabinet
Title of report:	Senior Officer Pay Policy
Date:	19 March 2024
Report on behalf of:	Councillor Ron Tindall, Leader of the Council
Part:	I
If Part II, reason:	N/A
Appendices:	<p>Appendix 1 – Pay Policy Statement 2024/2025</p> <p>Appendix 2 – Election fees for 2024/2025</p> <p>Appendix 3 – Pay scales 2023/2024 (subject to pay review for 24/25)</p> <p>Appendix 4 – Community Impact Assessment</p>
Background papers:	<p>Pay Policy Statement 2023/24</p> <p>Openness and accountability in local pay: Draft guidance under section 40 of the Localism Act (November 2011)</p> <p>Localism Act 2011: local government senior officer pay accountability Impact assessment (November 2011)</p> <p>The Code of Recommended Practice for Local Authorities on Data Transparency (September 2011)</p> <p>The Local Government Transparency Code 2014</p> <p>Dacorum Borough Council Employee Handbook</p>
Glossary of acronyms and any other abbreviations used in this report:	<p>HR – Human Resources</p> <p>FTE – Full Time Equivalent (employee)</p> <p>SCP – Spinal Column Point</p> <p>NJC – National Joint Council</p> <p>LGE – Local Government Employers</p>

Report Author(s) / Responsible Officer(s)

Claire Hamilton, Chief Executive

Aidan Wilkie, Strategic Director (People and Transformation)

Matt Rawdon, Assistant Director (People)

Corporate Priorities	<p>A clean, safe and enjoyable environment</p> <p>Building strong and vibrant communities</p> <p>Ensuring economic growth and prosperity</p> <p>Providing good quality affordable homes, in particular for those most in need</p> <p>Ensuring efficient, effective and modern service delivery</p> <p>Climate and ecological emergency</p>
Wards affected	All
Purpose of the report:	To set the Council's pay policy for the financial year 2024/25, as required by Section 38 of the Localism Act 2011.
Recommendation (s) to the decision maker (s):	<p>(1) That Cabinet recommends to Council that it adopts the Pay Policy for 2024/25 as set out in Appendix 1 to this report.</p> <p>(2) That Cabinet agrees that any amendments to the Pay Policy throughout the financial year 2024/2025, which may be required as a result of legislative changes, can be approved by the Chief Executive in conjunction with the Council's Monitoring Officer.</p>
Period for post policy/project review:	Annually

1. Background

- 1.1 Section 38 of the Localism Act 2011 ('The Act') requires local authorities in England to prepare, approve and publish a pay policy statement. The statement must detail the authority's own policies towards a range of issues relating to the pay of its workforce, particularly its senior staff ('Chief Officers', as defined in the Act) and its lowest paid employees.
- 1.2 The pay policy statement must be prepared for each financial year. As soon as reasonably practicable after approving the statement, it must be published in such manner as the Council thinks fit, which must include publication on the Council's website.
- 1.3 Specifically, the Act requires the publication of a pay policy statement for each financial year which must set out the authority's policies for the financial year relating to:
- the remuneration of its chief officers
 - the remuneration of its lowest-paid employees, and
 - the relationship between:
 - (i) the remuneration of its chief officers, and
 - (ii) the remuneration of its employees who are not chief officers.
- 1.4 The statement must also provide:
- the definition of "lowest-paid employees" and the authority's reasons for adopting that definition, and
 - a statement on the Council's policies relating to:
 - (i) the level and elements of remuneration for each chief officer
 - (ii) remuneration of chief officers on recruitment
 - (iii) increases and additions to remuneration for each chief officer
 - (iv) the use of performance-related pay for chief officers
 - (v) the use of bonuses for chief officers
 - (vi) the approach to the payment of chief officers on their ceasing to hold office under or to be employed by the authority, and
 - (vii) the publication of and access to information relating to remuneration of chief officers.
- 1.5 In respect of item (vi), the Council currently has no defined approach to the payment of chief officers on ceasing to hold office, and no statement is, therefore, made in the report in relation to this.
- 1.6 It remains the case that each local authority is an individual employer in its own right and has the autonomy to make decisions on pay that are appropriate to local circumstances and which deliver value for money for local tax payers. The Act only requires that authorities are more open about local pay policies and how their local pay decisions are made. It is not necessary to specify actual pay rates or terms and conditions. It also means that future decisions by a local authority relating to the pay and conditions of its chief officers must comply with the authority's approved pay policy statement.

- 1.7 Guidance relating to the statement of Pay Policy and related guidance on transparency make recommendations arising from the Hutton Review of Fair Pay in the Public Sector (final report published March 2011).
- 1.8 Members should also note that the Council is also required to publish, under the Accounts and Audit (England) Regulations 2011:
- the number of employees whose remuneration in that year was at least £50,000, and
 - details of remuneration and job title of certain senior employees whose salary is at least £50,000.
- 1.9 In addition, under the Local Government Transparency Code 2014, the Council is required to publish a list of responsibilities (including the service and functions they are responsible for, budget held and number of staff) for senior employees whose salary exceeds £50,000.
- 1.10 The Council is not required to include the information referred to in paragraphs 8 and 9 in its Pay Policy Statement, but it is required to place the information on its website.
- 1.11 The Senior Officer Pay Policy also includes a schedule of election fees.
- 1.12 The statutory Gender Pay Gap statistics forms part of the pay policy. This will also be reported on the Government's website.

2. Summary of Revisions

The Senior Officer Pay Policy has been reviewed and has required some minor amendments, which are summarised below:

- Revised job titles to reflect the latest Strategic Leadership Team structure.
- Amended CEO/median pay ratio.
- Amended employer pension contribution to 19.5%.
- Slight increase to evening meal subsistence rate.
- Revised wording to reflect new values and behaviours.
- New 2023/24 pay scales added following pay settlement, (pay award pending for 2024/25).
- Amended Deputy Chief Executive arrangements to reflect current position.
- Amended lowest pay rate to reflect new 2023/24 pay rates.
- Added latest gender pay gap summary.

3 Consultation

The Council's Strategic Leadership Team.

4 Financial and value for money implications:

There are no financial implications arising from this revised policy.

5 Legal Implications

There are no legal implications arising from this revised policy.

6 Risk implications:

There needs to be a robust procedure in place to ensure transparency of information and equality in staffing costs and remuneration and this policy provides this. There are no risks identified.

7 Equalities, Community Impact and Human Rights:

A Community Impact Assessment carried has been undertaken and is found in Appendix 4. The Pay Policy Statement adheres to national guidance on pay equality.

Human Rights – There are no Human Rights Implications arising from this report.

8 Sustainability implications (including climate change, health and wellbeing, community safety)

There are no sustainability implications arising from this revised policy.

9 Council infrastructure (including Health and Safety, HR/OD, assets and other resources)

The HR team will continue to ensure this policy is revised annually in line with the Localism Act and will ensure that the policy is consistently applied across the Council.

10 Statutory Comments

Monitoring Officer:

The Senior Officer Pay Policy is required by section 38 Localism Act 2011 and this Pay Policy complies with the requirement and associated guidance.

S151:

The 2024/25 budget was produced based on the remuneration policy included in this report.

11 Conclusions:

That Cabinet recommends to Council that it adopts the Pay Policy for 2024/25 as set out in Appendix 1 to this report.

Pay Policy Statement 2024/2025

1 Background

- 1.1 Section 38 of the Localism Act 2011 ('The Act') requires local authorities in England to prepare, approve and publish a pay policy statement. The statement must detail the authority's own policies towards a range of issues relating to the pay of its workforce, particularly its senior staff ('chief officers') and its lowest paid employees. This statement has been produced in line with the Local Government Transparency Code 2014.
- 1.2 The pay policy statement must be prepared for each financial year. As soon as reasonably practicable after approving the statement it must be published in such manner as the Council thinks fit, which must include publication on the Council's website.
- 1.3 It remains the case that each local authority is an individual employer in its own right and has the autonomy to make decisions on pay that are appropriate to local circumstances and which deliver value for money for local taxpayers. The Act only requires that authorities are more open about local pay policies and how their local pay decisions are made. It is not necessary to specify actual pay rates or terms and conditions. It also means that future decisions by a local authority relating to the pay and conditions of its chief officers must comply with the authority's approved pay policy statement.

2 Pay Policy Principles

- 2.1 The provisions of the Act confirm the government's commitment to increase openness about how taxpayers' money is used, bringing together the principles of increasing accountability, transparency and fairness in the setting of local pay.
- 2.2 The Hutton Review of Fair Pay in the Public Sector (final report published March 2011) confirmed the government's decision to promote pay fairness in the public sector by reducing the gap between the lowest and highest paid in public sector organisations.
- 2.3 The Act requires Councillors to take a greater role in determining pay, ensuring that decisions are made by those who are directly accountable to local people. In addition, they must ensure that policies on the pay and reward of the most senior staff are set clearly within the context of the pay of the wider workforce.

3 Scope of Dacorum Borough Council Pay Policy Statement

- 3.1 The Council's definition of a senior manager for the purposes of this policy statement is: Chief Executive (Head of Paid Service), , Strategic Directors and Assistant Directors and Chief Finance Officer. The term 'Chief Officer' relates to the Chief Executive, Executive and Strategic Directors only.
- 3.2 Council staff are employed under terms and conditions contained in the National Joint Council (NJC) for Local Government Services National Agreement on Pay and Conditions of Service. However, these are subject to a

number of local agreements including a local agreement on remuneration. The following roles form the Council's Strategic Leadership Team

- Chief Executive
- Strategic Director (Housing & Property Services)
- Strategic Director (Place)
- Strategic Director (People and Transformation)
- Strategic Director (Corporate and Commercial Services)
- Strategic Director (Neighbourhood Operations)

NB – please see paragraph 10.16 for information on the deputy chief executive arrangements.

4 Senior Officer Salary Ranges

- 4.1 During 2009 and 2010, the Council undertook a Strategic Re-alignment programme, in which all senior posts (Head of Service level and above) were evaluated using the Local Government Employers (LGE) senior management evaluation scheme. This is a nationally recognised methodology, benchmarked by the LGE against other local authorities, taking into account local factors.
- 4.2 Continuing from this, the Council has developed its own job evaluation scheme. Each grade is then matched to a prescribed salary range. Each salary range has 3 incremental points. Increments are awarded annually in April, linked to the achievement of satisfactory performance. There are specific Chief Officer pay bands for the Strategic Directors, Statutory Officers and for the Chief Executive.
- 4.3 The senior management job evaluation scheme can only be applied to posts below Head of Service level in very exceptional circumstances. This is subject to the recruiting manager being able to demonstrate to the satisfaction of Strategic Leadership Team that the role is comparable to that of a Head of Service in terms of any specialist skills and/or leadership qualities that are required and the significant importance of the post to the Council.
- 4.4 As at January 2024, the ratio between the pay of the highest paid officer and the median salary of staff is 4.3:1.

5 Remuneration Package

- 5.1 As well as basic salary, all senior managers are entitled to specific terms of employment, as set out in the following paragraphs.

5.2 Annual Leave

- 5.3 The leave year begins on the 1st April each year and ends on the following 31st March. Annual leave entitlement varies, dependent on spinal column point (SCP), length of local government service and the number of days contracted to work each week (see Table 1 below). Chief Officer leave allowances refer to the Chief Executive and Strategic Directors.

Table 1: Annual leave entitlements

	Working 1 day per week			Working 2 days per week			Working 3 days per week			Working 4 days per week			Working 5 days per week			Working 6 days per week		
	Service in Years			Service in Years			Service in Years			Service in Years			Service in Years			Service in Years		
Spinal Column Point	<5	5 to < 10	10 & >10	<5	5 to <10	10 & >10	<5	5 to <10	10 & >10	<5	5 to <10	10 & >10	<5	5 to <10	10 & >10	<5	5 to <10	10 & >10
Up to 07	5	6	6	10	11.5	11.5	14.5	17	17	19.5	22.5	22.5	24	28	28	28.5	33.5	33.5
08 to 14	5	6	6	10	11.5	12	14.5	17	17.5	19.5	22.5	23.5	24	28.	29	28.5	33.5	34.5
15 to 21	5.5	6	6	10.5	11.5	12	16.0	17	18	21	22.5	24	26	28	30	31	33.5	36
22 to 33	5.5	6	6	11	11.5	12	16.5	17	18	22	22.5	24	27	28	30	32	33.5	36
34 & above	6	6	7	12	12	13	18.0	18	20	24	24	26.5	30	30	33	36	36	39.5
Chief Officers	6.5	6.5	7	13	13	14	19	19	21	26	26	28	35	35	38			

5.4 Cars

- 5.5 In April 2018 the lease car scheme was replaced by a car salary sacrifice scheme. This is open to all eligible employees.
- 5.6 On the 1st April 2018 the three essential car user allowances were discontinued and previous eligible staff roles received a consolidated increase in their pay equivalent to this amount (with adjustments for additional pension contributions).
- 5.7 All employees are also eligible for a Council Car Loan, with interest being charged at the HMRC official rates.
- 5.8 All car business mileage for senior officers can be claimed at a locally agreed rate, currently 21p per mile.

5.9 Sick Pay

- 5.10 As part of its responsibility towards its employees, the Council has arrangements for ensuring that employees who are unable to work for a limited period for reasons of illness do not suffer additional hardship through loss of earnings. These payments are restricted and at the end of the defined the period the entitlement to occupational sick pay ceases. The periods of entitlement to occupational sick pay are related to length of service and apply to all employees, as shown in table 3.

Table 3: Occupational sick pay periods

Length of continuous service	Amount of sick pay
During 1 st year of service	1 month's full pay & (after completing 4 months' service) 2 months' half pay
During 2 nd year of service	2 months' full pay & 2 months' half pay
During 3 rd year of service	4 months' full pay & 4months' half pay
During 4 th and 5 th years of service	5 months' full pay & 5 months' half pay
After 5 years' service	6 months' full pay & 6 months' half pay

6 Pensions (Local Government Pension Scheme)

- 6.1 All local government employees (including senior managers) are eligible to join the Local Government Pension Scheme (LGPS). Employee contributions are set nationally by the LGPS and are banded, according to salary level. Currently senior managers pay between 8.5% - 11.4% depending on their individual salary.
- 6.2 Employer contributions to the Local Government Pension Scheme for the Dacorum Borough Council employers fund are currently set at 19.5%.

7 Additional Payments

- 7.1 Senior managers are not entitled to claim any additional payments, such as overtime, standby or payments for working at the weekend. Senior managers attend a wide variety of evening meetings and assist with emergency phone duties on top of their normal working week. Attendance at such meetings is not compensated for and is expected as part of any senior role.
- 7.2 There is a subsistence scheme for all staff, including senior managers. The aim of the scheme is to reimburse employees fairly for travelling and subsistence necessarily incurred whilst carrying out their duties on behalf of the Council and to keep costs to a minimum.
- 7.3 All staff are entitled to make a claim for job-related subsistence if working away from the area on business. Claims for meals can only be made if staff are prevented from taking the meal at home or the workplace and this has been agreed in advance with managers. Receipts must be produced for all claims.
- 7.4 Job related subsistence rates (maximum payable) are:

Breakfast	£10.00
Lunch	£12.00
Evening Meal	£18.00

8 Election Fees

- 8.1 Election fees are paid to senior officers in compensation for the additional duties required to management national and local elections and referendums.
- 8.2 The Returning Officer is designated as the Chief Executive in the Council's Constitution. The fees for all staff employed on election duties are, either specified by the Electoral Commission for national elections, or are decided locally by the Returning Officer for local elections. The fees for local elections are set out in a 'scale of expenses' agreed by the Council, after a comparison with other neighbouring authorities and whether the poll is being combined with another election.
- 8.3 The fee for the Returning Officer for national elections is determined by the number of the electorate in the area administered by that Returning Officer (as set out in s.29 of the Representation of the People's Act 1983 and updated by the Ministry of Justice prior to each election). These are enhanced by an amount set out in a 'scale of expenses' agreed by the Council if the poll is combined with another election.
- 8.4 Appendix 2 incorporates all election fees for 2024/2025

9 Recruitment of Senior Managers

- 9.1 Recruitment of senior managers is managed by the Council. Vacancies are advertised with the applicable salary range. The total package is set out in the recruitment pack. The recruitment of officers below Chief Officer level is undertaken by the Strategic Director for the relevant service area through a recruitment panel process involving other senior officers and, if appropriate, specialist recruitment advisors.
- 9.2 The appointment of posts at Chief Executive and Strategic Director level are made by an Appointments Panel. This panel normally consists of Council Members, Chief Officers and Human Resources officers and is convened specifically to undertake the appointment of Chief Officers.
- 9.3 The decision on which roles attract salaries over £100,000 per annum will be initially determined by the Chief Executive, as Head of the Paid Service, following consultation with the Leader of the Council and Human Resources. The Council's Cabinet will review the proposed salary package and make a recommendation to Full Council. Recruitment to vacancies with salary packages above £100,000 per annum will be in accordance with the Council's Recruitment and Selection Code of Practice, which requires that Cabinet Members will be included in the appointment panel.

10 Managing Pay

10.1 Starting salaries for Senior Managers

10.2 It is normal practice for all senior managers to be appointed at the bottom of the prescribed salary range. Exceptionally there may be instances where the Council may appoint above the bottom of the salary range where there is a clear rationale. Such cases will be considered and justified on a case by case basis. Consideration will be given to:

- Relativity of salaries of comparable roles
- Size and responsibilities of the post and duties to be undertaken.
- The wider recruitment market.

10.3 For employees below Chief Officer level, the decision on the salary of the post will be approved by the Strategic Director of the service (dependent on level of post) prior to an offer being made.

10.4 Pay Increases for Senior Managers

10.5 Pay increases that involve no changes to terms and conditions may take two forms:

- Pay scale increments awarded annually, subject to satisfactory performance
- Pay awards relating to cost of living increases.

10.6 Increments

10.7 The decision on whether to award an increment is made by the direct line manager of each employee following a performance review. The Leader of the Council makes the decision on pay relating to the Chief Executive.

10.8 The Individual performance of senior managers is assessed via the Council's Performance Development Review Appraisal Scheme. Each employee has an individual performance plan, setting out objectives for the coming year and expectations that are to be met with regard to the Council's values and behaviours. This is reviewed throughout the year and formally at the end of

each year. Staff are then awarded an overall rating assessing their achievement against their objectives and behaviours.

10.9 Any adjustments to pay are awarded based on an individual's overall performance assessment. Increments are not awarded where performance is deemed not to have been satisfactory during the relevant year.

10.10 Where a role significantly varies within the performance year, an assessment will be undertaken using the Council's job evaluation scheme, to assess if an alteration to pay or grade is necessary. Any changes in salary for Leadership roles need approval from the Chief Executive.

10.11 Cost of living increases

10.12 Annual cost of living increases for all Council staff, except Chief Officers, are determined by the National Joint Council (NJC) for Local Government Services. The Council awards cost of living increases in line with NJC recommendations unless there are specific reasons not to do so. Annual cost of living increases for Chief Officers are determined by the Joint National Council for Chief Officers but are subject to the same considerations. These considerations may include:

- Affordability
- The conditions of the job market and the relative pay of employees, including Chief Officers, in comparison with other similar organisations
- Difficulties in recruitment and retention to specific posts.

10.13 The National Joint Council pay award for 2024/25 has not yet been agreed. (Pay scales for 2023/2024 are found in Appendix 3).

10.14 Deputising

10.15 **For Statutory Officers:** The Chief Executive has the authority to award an additional responsibility allowance (ARA) to staff who deputise for the statutory officer roles of the Section 151 Officer and the Monitoring Officer where the deputy role has not been included in the job description and therefore incorporated within the job evaluation. The ARA will be calculated as a percentage of the remuneration of the relevant statutory officer and will reflect the amount of time the deputising staff undertake those additional statutory responsibilities. Typically, an ARA will be no more than £5,000 per annum.

10.16 **For Chief Executive:** The Chief Executive has the authority to award an additional responsibility allowance (ARA) to staff who deputise for the Chief Executive where the deputy role has not been included in the job description and therefore incorporated within the job evaluation. The ARA is allocated to each Strategic Director on a four month rolling rota basis. The ARA payment is based on £1,000 per month.

11 Payments on Termination of Employment for Senior Managers

11.1 Redundancy and Severance Payments

11.2 An employee whose contract of employment is terminated due to redundancy will be eligible for a redundancy payment. Payments are made based on the following:

- All continuous local government service up until 2 November 2017, for the purposes of redundancy pay, will be based on a multiplier of 2 x weekly pay for each completed year of service.

- All continuous local government service after 2 November 2017, for the purposes of redundancy pay, will be based on 1.7 x weekly pay for each completed year of service.
- Employees aged over 55 who are made redundant will be able to draw their pension to the date of their retirement. Employees aged under 55 will receive a redundancy payment and have their pension benefits deferred until they reach retirement age.

11.3 An employee whose contract of employment is terminated for any reason and there is justification for a severance payment, will be subject to approval by:

- Payments of £100,000 and above must be approved by a vote of full council, as set out in the Localism Act 2011.
- Payments of £20,000 and above, but below £100,000, must be personally approved and signed off by the Head of Paid Service, with a clear record of the Leader's approval and that of any others who have signed off the payment.
- Payments below £20,000 must be approved according to the local authority's scheme of delegation. In this case, it is a member of the Council's Strategic Leadership Team. Where the proposed payment is to the Head of Paid Service, to avoid a conflict of interest it is expected that the payment should be approved by a panel including at least two Councillors from the Council's Cabinet.

11.4 An employee who is made redundant, or paid a severance payment, must have a break of at least one month and one day to break their continuous service with the Authority before they can be re-employed by the Council in a different position.

12. Local Government Pension Scheme

12.1 Employees are eligible to be members of the Local Government Pension Scheme. The core pension benefits of these schemes are determined by statutory regulations.

13 Lowest paid employees

13.1 In line with the NJC pay award for 2023/24 the lowest SCP paid is £22,366 per annum for a full time employee, plus £988 per annum London Fringe Weighting. The pay award is still pending for 2024/25.

14 Gender Pay Gap

14.1 As from 1 April 2018, all employers with 250 or more employees are required by Law to publish their gender pay gap each year on their own and the Government's website. As at December 2023, the Council's gender pay gap is as follows:

	Total Number of Staff	Mean Hourly Rate	Median Hourly Rate
Female	350	£ 18.51	£ 17.31

Male	375	£ 17.81	£ 16.07
Grand Total	725		
Pay gap %		-4%	-8%

14.2 The gender pay gap last year was -2% (mean) and 0% (median).

15 Pay Transparency

15.1 Organisation chart

In accordance with the Local Government Transparency Code 2014, the Council must publish an organisation chart covering the top three management tiers of the organisation and showing the following items of information for each member of staff included in the chart:

- Grade
- Job title
- Department and team
- Permanent or temporary
- Work contact details
- Salary in £5,000 brackets (see the senior salaries requirements below)
- Maximum salary for the grade.

15.2 Senior Salaries

In addition to the organisation chart, under the Accounts and Audit (England) Regulations 2011 and the Local Transparency Code 2014, the Council is required to publish:

- the number of employees whose remuneration in that year was at least £50,000, and
- details of remuneration and job title of certain senior employees whose salary is at least £50,000 together with a list of responsibilities (for example, the services and functions they are responsible for, budget held and number of staff they are responsible for) and details of any bonuses and 'benefits in kind'.

15.3 The information referred to in paragraph 14.1 and 14.2 is not required to be contained in the Pay Policy Statement but must be placed on the Council's website. This information is located on Dacorum Borough Council's website, under the open data section.

Appendix 2

Scale of fees and expenses at Elections of Borough and Town/Parish Councillors

PART 1 - EXPENDITURE

- 1 The costs actually and necessarily incurred in respect of the following,
 - (a) For the provision of any accommodation for the purpose of the election, including heating, lighting and cleaning and compensation for damage to any such accommodation.
 - (b) For adapting and fitting up any accommodation for the purpose of the election and restoring to for its normal use, including the provision of voting compartments and any necessary furniture.
 - (c) For providing ballot boxes, including repairs.
 - (d) For the conveyance of ballot boxes and ballot papers
 - (f) For copies of the Register of Electors.
 - (g) For printing and providing ballot papers.
 - (h) For printing and providing postal vote packs
 - (i) For printing and providing official poll cards.
 - (j) For printing and providing notices, training materials and other documents required in or about the election or poll and for publishing the same.
 - (k) For general stationery, postage, telephone calls and miscellaneous matters.
 - (l) For promoting election, delivering communication strategy and encouraging voter registration

- 2

For each Presiding Officer at a polling station, to include all expenses, authorised by this scale.	£300.00
Additional sum to be paid to the Presiding Officer at each polling station where the elections are for a combined election.	25.00

- 3

For one Poll Clerk (or additional one where the number of electors exceeds 1,000) at a polling station,	£200.00
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- 4

For attending Polling Station staff Training	£40
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(applicable to PO and PC roles)

5	For the delivery of every 100 poll cards (Where Royal Mail or another carrier is not used)	£22.00
6	For persons employed in connection with the receipt and counting of postal ballot papers, at each election)	£25.00 per half-day session

7 For the remuneration of persons employed in connection with the verification/counting of votes (including any recounts) at Borough and Town/Parish elections:

		<u>Verification /Counting Assistant</u>	<u>Supervisor</u>
(1)	Up to 4 hours	£85.00	£100.00
(2)	Additional fee if anticipated hours exceeded	TBA	TBA

**Senior
Verification/Count
Supervisor**
£150.00

**Verification/Count
Supervisor**
£120.00

**Polling Station
Inspector**
£200.00

**Porter /
Security**

£100.00

**Training
Facilitator**

£60 per session

Press Officer

£50.00

PART 2 - RETURNING OFFICERS FEES

For services and other expenses

Fee for the duly appointed Returning Officer in performing their duties under any enactment's relating to local government elections including all expenses other than those for which specific provision is made elsewhere in this scale:

		<u>Borough Election</u>	<u>Town/Parish Election</u>
7	For every 1,000 electors in the electoral area/ward in which contested election is held.	£50	£40.00
	For every 1,000 electors in each uncontested election	£20.00	£14.00

PART 3 DEPUTY RETURNING OFFICERS FEES - for services and other expenses

Fee for duly appointed Deputy Returning Officer in performing such duties as may be required by the Returning Officer under any enactment's relating to local government elections including all expenses other than those for which specific provision is made elsewhere in this scale:

		<u>Borough Election</u>	<u>Town/Parish Election</u>
8.	For each electoral area/ward in which contested election is held.	£105.00	£75.00
	For each uncontested election	£45.00	£35.00

NOTES

1. The fees and expenses set out in the Schedule come into effect on 1 January 2023 and will be increased by agreed pay inflation annually.
2. The fees shown are the gross amounts and are with certain exceptions subject to the standard rate of tax.
3. These fees are for the 'local' element of any election and will be adjusted in the case of National or Regional (or combined) Polls in line with the guidance issued by the organising body.

Appendix 3 – Pay Scales 2023/2024

	SCP	Salary (Excluding London Fringe Weighting)	SCP	Monthly Salary (Including London Fringe Weighting)	SCP	Hourly Rate (Excluding London Fringe Weighting)
		£		£		£
Band 2	06	22,366	06	1,946.17	06	11.59
Band 3	07	22,737	07	1,977.08	07	11.79
Band 4	08	23,114	08	2,008.50	08	11.98
	09	23,500	09	2,040.67	09	12.18
Band 5	10	23,893	10	2,073.42	10	12.38
	11	24,294	11	2,106.83	11	12.59
Band 6	12	24,925	12	2,159.42	12	12.92
	13	25,664	13	2,221.00	13	13.30
	14	26,422	14	2,284.17	14	13.70
Band 7	15	26,998	15	2,332.17	15	13.99
	16	27,665	16	2,387.75	16	14.34
	17	28,154	17	2,428.50	17	14.59
Band 8	18	28,770	18	2,479.83	18	14.91
	19	29,777	19	2,563.75	19	15.43
	20	30,296	20	2,607.00	20	15.70
Band 9	21	31,364	21	2,696.00	21	16.26
	22	33,612	22	2,883.33	22	17.42
	23	34,609	23	2,966.42	23	17.94
Band 10	24	35,574	24	3,046.83	24	18.44
	25	36,509	25	3,124.75	25	18.92
	26	37,471	26	3,204.92	26	19.42
Band 11	27	40,613	27	3,466.75	27	21.05
	28	42,314	28	3,608.50	28	21.93
	29	43,269	29	3,688.08	29	22.43
Band 12	30	44,317	30	3,775.42	30	22.97
	31	45,439	31	3,868.92	31	23.55
	32	46,721	32	3,975.75	32	24.22
Band 13	33	47,797	33	4,065.42	33	24.77
	34	49,659	34	4,220.58	34	25.74
	35	50,777	35	4,313.75	35	26.32
Band 14	36	51,892	36	4,406.67	36	26.90
	37	53,058	37	4,503.83	37	27.50
	38	54,166	38	4,596.17	38	28.08
Band 15	39	56,455	39	4,786.92	39	29.26
	40	57,621	40	4,884.08	40	29.87
	41	59,713	41	5,058.42	41	30.95
Band 16	42	60,871	42	5,154.92	42	31.55
	43	62,033	43	5,251.75	43	32.15
	44	63,192	44	5,348.33	44	32.75
Band 17	45	64,374	45	5,446.83	45	33.37
	46	65,528	46	5,543.00	46	33.96
	47	66,691	47	5,639.92	47	34.57
Band 18	48	67,856	48	5,737.00	48	35.17

	49	69,024	49	5,834.33	49	35.78
	50	70,238	50	5,935.50	50	36.41
Band 19	51	71,451	51	6,036.58	51	37.03
	52	72,656	52	6,137.00	52	37.66
	53	73,862	53	6,237.50	53	38.28
Band 20	54	75,072	54	6,338.33	54	38.91
	55	76,288	55	6,439.67	55	39.54
	56	77,499	56	6,540.58	56	40.17
Band 21	57	78,942	57	6,660.83	57	40.92
	58	80,415	58	6,783.58	58	41.68
	59	81,915	59	6,908.58	59	42.46
Band 22	60	83,445	60	7,036.08	60	43.25
	61	85,008	61	7,166.33	61	44.06
	62	86,601	62	7,299.08	62	44.89
Band 23	63	88,228	63	7,434.67	63	45.73
	64	89,885	64	7,572.75	64	46.59
	65	91,575	65	7,713.58	65	47.47
Band 24	66	96,507	64	8,124.58	64	50.02
	67	97,803	64	8,232.58	64	50.69

London Fringe Weighting - £988 per annum

Dacorum BC Community Impact Assessment (CIA) Template

Policy / service / decision

Senior Officer Pay Policy

Description of what is being impact assessed

What are the aims of the service, proposal, project? What outcomes do you want to achieve? What are the reasons for the proposal or change? Do you need to reference/consider any related projects?

Stakeholders; Who will be affected? Which protected characteristics is it most relevant to? Consider the public, service users, partners, staff, Members, etc

It is advisable to involve at least one colleague in the preparation of the assessment, dependent on likely level of impact

The senior officer pay policy has been reviewed as part of an annual process and the amendments below have been incorporated into the revised policy :

- Revised job titles in the strategic leadership team
- Amended CEO/median pay ratio
- Amended employer pension contribution
- Slight increase to evening meal subsistence rate
- Revised wording to reflect new values and behaviours
- Added new 2023/24 pay scales in light of pay settlement
- Amended Deputy Chief Executive arrangements to reflect current process
- Amended lowest pay rate to reflect new 2023/24 pay
- Added latest gender pay gap summary.

These changes are to reflect the latest structures and staff terms and conditions.

The stakeholders affected in these changes will principally be the Council’s workforce. There are no changes that will negatively affect staff. The gender pay gap remains positive and the Council continue to report and implement actions to ensure it remains this way.

<p>Evidence</p>
<p>What data/information have you used to assess how this policy/service/decision might impact on protected groups? <i>(include relevant national/local data, research, monitoring information, service user feedback, complaints, audits, consultations, CIAs from other projects or other local authorities, etc.). You should include such information in a proportionate manner to reflect the level of impact of the policy/service/decision.</i></p>
<p>The Council must comply with Section 38 of the Localism Act 2011 ('The Act') requires local authorities in England to prepare, approve and publish a pay policy statement. Information and guidance is analysed from this Act to ensure the relevant data/evidence is contained within the pay policy.</p> <p>The amendments to this policy will be contained within the staff handbook and communicated to staff accordingly.</p>
<p>Who have you consulted with to assess possible impact on protected groups? <i>If you have not consulted other people, please explain why? You should include such information in a proportionate manner to reflect the level of impact of the policy/service/decision.</i></p>
<p>The Strategic Leadership has been consulted on the revisions to the policy and the appropriate Councillors. The amendments will not adversely affect the workforce.</p>

Analysis of impact on protected groups (and others)				
<p>The Public Sector Equality Duty requires Dacorum BC to eliminate discrimination, advance equality of opportunity and foster good relations with protected groups. Consider how this policy/service/decision will achieve these aims. Using the table below, detail what considerations and potential impacts against each of these using the evidence that you have collated and your own understanding. Based on this information, make an assessment of the likely outcome, before you have implemented any mitigation.</p> <ul style="list-style-type: none"> • The PCs of <u>Marriage and Civil Partnership</u> and <u>Pregnancy and Maternity</u> should be added if their inclusion is relevant for impact assessment. • Use “insert below” menu layout option to insert extra rows where relevant (e.g. extra rows for different impairments within Disability). 				
Summary of impact		Negative impact / outcome	Neutral impact / outcome	Positive impact / outcome
Protected group	<i>What do you know? What do people tell you? Summary of data and feedback about service users and the wider community/ public. Who uses / will use the service? Who doesn't / can't and why? Feedback/complaints?</i>			
Age		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Disability (physical, intellectual, mental)	<i>Refer to CIA Guidance Notes and Mental Illness & Learning Disability Guide</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Gender reassignment		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Race and ethnicity		□	⊗	□
Religion or belief		□	⊗	□
Sex		□	⊗	□
Sexual orientation		□	⊗	□
Not protected characteristics but consider other factors, e.g. carers, care leavers, veterans, homeless, low income, loneliness, rurality etc.		□	⊗	□

Negative impacts / outcomes action plan			
Where you have ascertained that there will potentially be negative impacts / outcomes, you are required to mitigate the impact of these. Please detail below the actions that you intend to take.			
Action taken/to be taken <i>(copy & paste the negative impact / outcome then detail action)</i>	Date	Person responsible	Action complete
If negative impacts / outcomes remain, please provide an explanation below.			
Nil			
Completed by (all involved in CIA)	Matt Rawdon, Assistant Director – People		
Date	14 February 2024		
Signed off by:	Aidan Wilke, Strategic Director – People & Transformation		
Date			
Entered onto CIA database - date	TBA		

To be reviewed by (officer name)	Assistant Director (People)
Review date	12 months