
South Somerset District Council

Thursday 19th March 2020

7.30 pm

**Council Chamber
Council Offices
Brympton Way
Yeovil, BA20 2HT**

(disabled access and a hearing loop are available at this meeting venue)



All members of Council are requested to attend this meeting

If you would like any further information on the items to be discussed, please contact the Democratic Services Specialist on 01935 462148 or democracy@southsomerset.gov.uk

This Agenda was issued on Wednesday 11 March 2020 and republished on Tuesday 17 March 2020.

Alex Parmley, Chief Executive Officer

This information is also available on our website
www.southsomerset.gov.uk and via the Mod.Gov app



South Somerset District Council Membership

Chairman: Paul Maxwell
Vice-chairman: Jenny Kenton

Jason Baker	Henry Hobhouse	Wes Read
Robin Bastable	Ben Hodgson	David Recardo
Mike Best	Charlie Hull	Paul Rowsell
Neil Bloomfield	Kaysar Hussain	Dean Ruddle
Dave Bulmer	Val Keitch	Gina Seaton
Hayward Burt	Andy Kendall	Peter Seib
Tony Capozzoli	Tim Kerley	Garry Shortland
Martin Carnell	Mike Lewis	Alan Smith
Malcolm Cavill	Mike Lock	Jeny Snell
John Clark	Pauline Lock	Andy Soughton
Nicola Clark	Tony Lock	Mike Stanton
Louise Clarke	Kevin Messenger	Rob Stickland
Nick Colbert	Graham Oakes	Lucy Trimmell
Adam Dance	Tricia O'Brien	Gerard Tucker
Sarah Dyke	Sue Osborne	Linda Vijeh
Karl Gill	Tiffany Osborne	Martin Wale
David Gubbins	Robin Pailthorpe	William Wallace
Peter Gubbins	Oliver Patrick	Colin Winder
Brian Hamilton	Clare Paul	
Mike Hewitson	Crispin Raikes	

Information for the Public

The meetings of the full Council, comprising all 60 members of South Somerset District Council, are held at least 6 times a year. The full Council approves the Council's budget and the major policies which comprise the Council's policy framework. Other decisions which the full Council has to take include appointing the Leader of the Council, members of the District Executive, other Council Committees and approving the Council's Constitution (which details how the Council works including the scheme allocating decisions and Council functions to committees and officers).

Members of the Public are able to:-

- attend meetings of the Council and its committees such as Area Committees, District Executive, except where, for example, personal or confidential matters are being discussed;
- speak at Area Committees, District Executive and Council meetings;
- see reports and background papers, and any record of decisions made by the Council and Executive;
- find out, from the Executive Forward Plan, what major decisions are to be decided by the District Executive.

Meetings of the Council are scheduled to be held monthly at 7.30 p.m. on the third Thursday of the month in the Council Offices, Brympton Way although some dates are only reserve dates and may not be needed.

The agenda, minutes and the timetable for council meetings are published on the Council's website – www.southsomerset.gov.uk/councillors-and-democracy/meetings-and-decisions

Agendas and minutes can also be viewed via the mod.gov app (free) available for iPads and Android devices. Search for 'mod.gov' in the app store for your device and select 'South Somerset' from the list of publishers and then select the committees of interest. A wi-fi signal will be required for a very short time to download an agenda but once downloaded, documents will be viewable offline.

The Council's corporate aims which guide the work of the Council are set out below.

Further information can be obtained by contacting the agenda co-ordinator named on the front page.

South Somerset District Council - Council Aims

South Somerset District Council One Team, Ambitious for South Somerset.
Our Council Aims are:

- Great to work for
- Leading the way
- Excellent to work with
- Delivering for our communities

Ordnance Survey mapping/map data included within this publication is provided by South Somerset District Council under licence from the Ordnance Survey in order to fulfil its public function to undertake its statutory functions on behalf of the district. Persons viewing this mapping should contact Ordnance Survey copyright for advice where they wish to licence Ordnance Survey mapping/map data for their own use. South Somerset District Council - LA100019471 - 2020.

South Somerset District Council

Thursday 19 March 2020

Agenda

1. Apologies for Absence

2. Minutes

To approve and sign the minutes of the previous meeting held on Wednesday, 19th February 2020.

3. Declarations of Interest

In accordance with the Council's current Code of Conduct (as amended 26 February 2015), which includes all the provisions relating to Disclosable Pecuniary Interests (DPI), personal and prejudicial interests, Members are asked to declare any DPI and also any personal interests (and whether or not such personal interests are also "prejudicial") in relation to any matter on the Agenda for this meeting.

Members are reminded that they need to declare the fact that they are also a member of a County, Town or Parish Council as a Personal Interest. Where you are also a member of Somerset County Council and/or a Town or Parish Council within South Somerset you must declare a prejudicial interest in any business on the agenda where there is a financial benefit or gain or advantage to Somerset County Council and/or a Town or Parish Council which would be at the cost or to the financial disadvantage of South Somerset District Council.

4. Public Question Time

5. Chairman's Announcements

6. Verbal Update on the progress of projects in the SSDC Environment Strategy 2019

Items for Discussion

7. Chairman's Engagements (Page 6)

8. Presentation by the Alzheimer's Society (this item has been withdrawn from the Agenda)

This report has been withdrawn from the Agenda and will be re-presented later in the year.

a) **Change to the Constitution - Delegation of Decision Making (Urgent Report)** (Pages 7 - 9)

This is an additional report brought forward under Part 4 of the Constitution - Access to Information Procedure Rules - Special Urgency - Rule 16.

9. Adoption of the Yeovil Public Realm Design Guide as a Supplementary Planning Document (SPD) (Pages 10 - 13)

10. Statutory Pay Policy Statement for Chief Officers 2020 21 (Pages 14 - 18)

11. Report of Executive Decisions (Pages 19 - 20)

12. Audit Committee

There has been no meeting of the Audit Committee since the last meeting of Council. The Audit Committee are scheduled to meet on Thursday 26 March 2020.

13. Overview and Scrutiny Committee (Page 21)

14. Motions (Pages 22 - 23)

15. Questions Under Procedure Rule 10

There were no questions submitted under Procedure Rule 10.

16. Date of Next Meeting (Page 24)

Agenda Item 7

Chairman's Engagements

Wednesday 4th March 2020

The Chairman attended the Dorset and Somerset Fire and Rescue Partnerships Celebration Event. The chairman accepted a certificate to recognise The Council's Careline reaching 400 home safety visit referrals.

Sunday 15th March 2020

The Chairman will be attending a legal service to swear in the new High Sheriff of Somerset, Mary-Clare Rodwell. The day will begin with a procession from the town hall to Wells Cathedral, and the service will be followed by farewell drinks for the retiring High Sheriff in the town hall.

Wednesday 18th March 2020

Cllr Val Keitch has asked the Chairman to attend a lunch reception in her place, to learn more about Wessex Multiple Sclerosis Therapy Centre, and specifically plans for a new Therapy Centre in Yeovil. The lunch will be held at Abbey Manor Business Centre.

Friday 20th March 2020

The chairman is hosting his annual Civic evening at the Octagon Theatre in Yeovil. Chairs and Mayors from neighbouring councils, along with various other invited guests will be in attendance, and they will be watching a performance of 'The sound of music'.

Monday 23rd March 2020

The Chairman will be attending a lunch meeting hosted by Cllr Nigel Taylor of Somerset County Council at Wildwood in Taunton, regarding a potential new project. More details of the project will follow.

Friday 27th March 2020

The Chairman will be attending the Yeovil Mayor's Civic evening being held at Westlands sports and social club.

Agenda Item 8a

Change to the Constitution – Delegation of Decision Making (Urgent Report)

Lead Officer: Richard Ward, Interim Monitoring Officer
Contact Details: richard.ward@southsomerset.gov.uk or (01935) 462183

Purpose of the Report

1. In light of the coronavirus (COVID–19), a review of the Scheme of Delegation has been carried out to ensure that the Chief Executive (and Directors if the Chief Executive is not available) have sufficient powers to allow the business of the Council to continue to function as Council meetings are postponed on Government advice.
2. The Government has urged councils to continue with as much business as possible, including supporting vulnerable groups and ensuring that important functions that have an economic impact such as planning, licensing, building control and environmental health, continue to be delivered as close to normal as possible. To ensure that decisions can be made in the event of further meeting postponements, it is proposed that the Scheme of Delegation is amended and additional decision making is delegated to the Chief Executive and in the absence of the Chief Executive, by Directors.
3. This report is presented under Section 16 of the Access to Information Procedure Rules in Part 4 of the Council's Constitution, which says:-

16. Special Urgency

If by virtue of the date by which a decision must be taken Rule 15 (General Exception) cannot be followed, then the decision can only be taken if the chair of the body making the decision, obtains the agreement of the Chair of the Scrutiny Committee that the taking of the decision cannot be reasonably deferred. If there is no Chair of the Scrutiny Committee, or if the Chair of the Scrutiny Committee is unable to act, then the agreement of the Chairman of the Council, or in his/her absence the Vice Chairman will suffice.

Public Interest

4. Part 3 of the Council's Constitution sets out who within the Council has the power to do what, sets out any associated limitations and, in particular, sets out which decisions can be taken by committees and which can be taken by officers.
5. The District Executive and Full Council have previously agreed to allocate certain executive and non-executive matters to others, and it is important that these changes are made clear on the face of the Constitution.
6. This report is seeking Council approval for the necessary constitutional changes to ensure the Council's decision-making processes continue to operate and are transparent and the Constitution is kept up-to-date.

Recommendations

7. That Council agree the following changes be made to the Council's Constitution:
 - a) To amend Part 3, Responsibility for Functions, Sections 3 and 4 of the Council's Constitution to allow delegated authority to the Chief Executive, and to the relevant Director in the Chief Executive's absence where not already delegated, to take Executive and Quasi-Judicial decisions in consultation with the Leader of the Council (or Deputy) and the relevant Portfolio Holder, Ward Member and Committee Member if practicable, if meetings of the relevant committee are unable to be held;
 - b) If legislation and technology allows, then enable Councillors to make decisions by remote, virtual meetings using available technology.
 - c) That delegated authority be given to the Monitoring Officer and Chief Executive to amend the Constitution to reflect any further changes that are required as a direct result of Government Legislation /Guidance resulting from the coronavirus (COVID-19) situation.
 - d) These changes in procedure will cease when the Government announces that the coronavirus (COVID-19) crisis is over and when normal meetings can resume.

Introduction

8. The Council's Constitution includes allocations of executive and non-executive functions and provides for delegations. In broad terms, the non-executive functions are strategic functions and responsibility for those functions resides with the Full Council. The vast majority of local authority functions are executive functions, and responsibility resides with the District Executive. Both Full Council and District Executive may then delegate powers onto committees, individual councillors, or officers. The current scheme of agreed delegations is set out in Part 3 of the Constitution (March 2018).

Report

9. In light of the Coronavirus (COVID – 19), and the Government's recent announcement to avoid unnecessary social contact to help prevent the spread of the virus, a number of SSDC decision making meetings have been postponed and may continue to be postponed in the future.
10. In the event of the Committees of the Council being unable to meet, decisions would, under the current Scheme of Delegation, have to be postponed leaving the Council unable to function appropriately.
11. A directive has been received from the Secretary of State that Councils should continue to progress as much Council business as possible during the period of coronavirus including services to vulnerable people and services that have an impact on the local economy. If primary legislation can be brought forward to allow Council's to make decisions by remote virtual meetings then the technology will be pursued.
12. To enable the decision making process to continue, it is proposed that Councillors continue to receive decision-making reports and submit their comments electronically. If technology permits then debate can take place via skype or zoom or some other teleconferencing

technology. However, the decision will be formally made by the Chief Executive (or relevant Director). This is because current legislation states that Councillors must be 'present and voting' to cast their vote on an Executive or Quasi-Judicial decision.

13. It is important that decisions on planning applications and Licensing applications continue to be made to help the local community and economy to continue to function.
14. It is important that the Scheme of Delegation is fit for purpose. In light of the coronavirus the need to amend the Scheme of delegation has been recognised, to ensure that the Council can continue to operate in the event of further meeting postponements.
15. Executive Portfolio Holders already have certain delegated decision making powers and these will continue to be used where appropriate with the usual call-in period.
16. The Chief Executive currently has the power under paragraph 4 of the Scheme of Delegation in Part 3, Section 6 of the Council's Constitution "To take urgent decisions as follows:
 - a) in relation to Executive matters in consultation with the Leader of the Council (or Deputy) and the relevant Portfolio Holder;
 - b) in relation to non-Executive matters in consultation with the Chairman (or Vice-Chairman) of Council or Chairman (or Vice-Chairman) of the relevant committee.
 - c) An urgent decision is one that is considered by the Chief Executive to be necessary to protect the interests of, or advancing the business of, the Council. All such action shall in all cases be reported to the next appropriate meeting of the Executive, Council or relevant Committee".
17. It is proposed to extend this delegation to all Executive and Quasi Judicial decisions listed in the Constitution to ensure that the Council can continue to operate in consultation with the Leader of the Council (or Deputy) and the relevant Portfolio Holder, Ward Member and Committee Member if practicable, if meetings of the relevant committee are unable to be held.

Financial Implications

18. There are no financial implications directly arising from this proposal.

Legal Implications

19. These are set out and/or referred to in the body of the report.

Carbon Emissions and Climate Change Implications

20. There are no specific environmental implications arising from the subject matter of this report.

Equalities and Diversity Impact

21. There are no specific equality or diversity implications arising from the subject matter of this report.

Background Papers

Council Constitution - Part 3

Agenda Item 9

Adoption of the Yeovil Public Realm Design Guide as a Supplementary Planning Document (SPD)

Executive Portfolio Holder: Cllr Peter Gubbins, Yeovil Refresh Lead
Ward Member(s) Town centre ward members
Director: Martin Woods, Service Delivery
Service Manager: Mike Holmes, Interim Regeneration Programme Manager
Lead Officer: Ian Timms, Yeovil Refresh Project Manager
Contact Details: Ian.Timms@southsomerset.gov.uk or 01935 462961

Purpose of the Report

1. To seek Council endorsement for the Yeovil Public Realm Design Guide to be adopted as a Supplementary Planning Document (SPD). The guide has now completed the required steps for adoption relating to consultation as outlined in this report.
2. The document was endorsed by District Executive on 5th March 2020.
3. This adoption creates a SPD which supports relevant policies in the Council's adopted Local Plan (2006-2028) and completes Project P1 from the Yeovil Refresh.

Public Interest

4. This report is requesting that South Somerset District Council formally adopt the Yeovil Public Realm Design Guide. The guide is a key foundation in the work to deliver the Yeovil Refresh. It will create a template for any building projects that happen in Yeovil town centre. This includes projects that the council is planning to deliver in the main streets. It will help create a guide for other developers to follow when designing public areas. The guide also includes a shopfront guide which is meant to help businesses by giving a clear style and quality when making or upgrading a shopfront.

Recommendations

5. That the Council:
 - a. endorses the attached Public Realm Design Guide for adoption. (Appendix A)
 - b. endorses the attached Shopfront Guide for adoption. (Appendix B)

(due to their size, these documents will be published as a supplement to the Agenda)

Background

6. The Yeovil Refresh was adopted in 2018 creating a new vision for Yeovil town centre. The Refresh describes how this vision will be delivered through four key themes. These are Development, Transport, Public Realm and Complementary Initiatives.
7. This report deals with the Public Realm Design Guide which is a key component of the Public realm theme, this is defined as project P1. The Design Guide is intended to provide a clear foundation for all future public realm schemes in Yeovil town centre. This includes a series of schemes P2- P5 described in the refresh document which cover the core town centre streets.

8. The Design Guide and associated Shopfront Guide are now ready to be adopted as Supplementary Planning Documents. These will provide further policy definition in Yeovil town centre to the council's town centre planning approach. These documents provide definition to policies in the Local Plan specifically policy EQ2: General Development and general town centre related policies. The SPD is intended to assist in driving through the aspirations for the town centre within the Yeovil Refresh document.
9. The Public Realm Design Guide has been created through the past year as the wider public realm design project has progressed. It is broken into a number of sections which:
 - a. Explore the existing situation
 - b. Set out design parameters
 - c. Describe the approach to public art,
 - d. Sets a Lighting strategy
 - e. Creates a Wayfinding and Signage strategy
 - f. Describes the Quality and types of Materials which are required.
10. The Design Guide has an associated shopfront guide which sets out parameters to improve the quality of design in the town centre.

Process of adoption

11. The Town and County Planning (Local Planning) (England) Regulations 2012 set out the framework for the preparation, consultation and adoption of supplementary planning documents. The council also has an adopted Statement of Community Involvement (SCI) which creates a clear framework for consultation relating to Local Plan documents. In accordance with the process for creating supplementary planning documents there are a number of steps to follow to ensure that the document has been subject to appropriate consultation. The following has been delivered or is planned:
 - The principles of the Design Guide were subject to public, stakeholder and councilor consultation in the summer of 2019 which gathered information on the wider public realm proposals.
 - A screening report to determine whether the Design SPD requires a Habitats Regulation Assessment and/or a Strategic Environmental Assessment has been carried out and sent to statutory consultees for their comment. This was considered by District Executive on 7th November 2019 as part of the request to consult on the document.
 - The Design Guide and Shopfront Guide must be subject to a formal consultation which is a minimum of 4 weeks as required by legislation. This was approved by District Executive on 7th November. The consultation ran from 19th December to Monday 27th January 2020 to allow for the Christmas period.
 - Consultation feedback has been considered and no amendments have been needed as a result of the feedback.
 - Final Design Guide and Shopfront Guide submitted to District Executive in March 2020.
 - Document adopted by Council 19th March 2020.
 - Issue formal statement of adoption and allow three month period for any person aggrieved by the decision to adopt the SPD to apply to the High Court for permission to apply for a judicial review. Make the document available on the SSDC website and at key locations.
12. The feedback received from the recent consultation is appended to this report as Appendix C. This feedback has been considered and no amendments have been made to the documentation. Historic England have responded as a Statutory Consultee their comments are attached as Appendix D and will be utilized in the delivery of projects as they are implemented.

13. The completion of the adoption process will mean that the Supplementary Planning Document will support the delivery of the local plan. This creates a clear design style for Yeovil town centre intended to support the wider regeneration of the area.
14. If Council agree the adoption on 19th March 2020 a statutory adoption statement will be issued which allows a further 3 months for comments prior to the SPD adoption process being finalized. This is attached as Appendix E.

Financial Implications

15. The Design Guide creates a backdrop for the use of materials and other components of any proposed build scheme. The council is currently working on design proposals for the core streets in Yeovil.
16. The ultimate adoption of the Public Realm Design Guide, subject to due process, would have impacts on costs of those schemes. This design guide will inform cost and quality of all schemes. Those impacts though will be considered by the Yeovil Regeneration Board as part of any delivery proposals.

Council Plan Implications

17. Council Priority 3: To continue the Refresh of Yeovil Town Centre includes the adoption of a Public Realm Design Guide (P1) as one of the 2019/20 desired outcomes. This report seeks endorsement for adoption of the guide which will enable this outcome to be achieved in Quarter 4 of 19/20.

Carbon Emissions and Climate Change Implications

18. The guide supports changes to the town centre which would have a positive impact for climate change. Whilst the guide is a framework if adopted as a supplementary planning document it sets principles for additional tree planting, better use of permeable materials and improved practice in management of the streets.

The guide supports a shared space approach which places greater reliance on walking and cycling. This aims to reduce impacts created by petrol and diesel vehicles in the town centre.

Equality and Diversity Implications

19. The Design guide seeks to support greater access in the town centre through improved design in the areas it influences. It therefore sets a frame for action. At this stage a detailed equality impact assessment has not been carried out. This process will be applied to each individual design to ensure that they comply with Council's duties under the legislation. These will be the subject of future consideration when actual proposals for design are proposed.

Privacy Impact Assessment

20. This consultation will encourage public feedback. Information will be processed to support the production of the guide in accordance with the legislation. An assessment was carried out on the report to District Executive in November 2019 which is available on request which considers the information collected in detail. This is Appendix D of the November District Executive report.

Background Papers

- Public Realm Design Guide – Appendix A1 and A2
 - Shopfront Guide – Appendix B
 - Consultation feedback – Appendix C
 - Statutory Consultee Feedback – Appendix D , Historic England
 - Draft Adoption Statement – Appendix E
-

Agenda Item 10

Statutory Pay Policy Statement for Chief Officers 2020 21

Executive Portfolio Holder: Val Keitch, Leader of the Council,
Chief Executive: Alex Parmley, Chief Executive & Head of Paid Service
Director: Netta Meadows, Director, Strategy & Commissioning
Contact Details: netta.meadows@southsomerset.gov.uk or (01935) 462200

1. Purpose of the Report

- 1.1. Section 38(1) of the Localism Act 2011 requires English local authorities to produce an annual statutory pay policy statement.
- 1.2. In the context of managing scarce public resources, remuneration at all levels within the Council needs to be adequate to secure and retain high- quality employees dedicated to the service of the public, but at the same time needs to avoid being unnecessarily generous or otherwise excessive.

2. Forward Plan

- 2.1 This report is an annual report.

3. Public Interest

- 3.1 The pay policy statement must be formally approved at a Full Council meeting by the end of Financial Year, though it can be amended in-year with Full Council approval.
- 3.2 The pay policy statement must be published on the authority's website.

4. Recommendation

- 4.1 That Council consider and approve the proposed Statutory Pay Policy Statement for publication.

5. Background & Scope

- 5.1 The definitions of chief officer and deputy chief officer to be covered by the pay policy statement are defined by the legislation.
- 5.2 The Pay Policy Statement for South Somerset District Council (SSDC) will apply to the following posts which collectively will be referred to as 'chief officers' for the purpose of this statement:
 - Chief Executive Officer
 - Director posts
 - Head of Paid Service
 - Monitoring Officer
 - Section 151 (Finance) Officer
 - A person for whom the head of the authority's paid service is directly responsible.
 - A person who, as respects all or most of their post, is required to report directly or is directly accountable to the local authority themselves or any committee or sub-committee of the authority
- 5.3 A deputy chief officer who, as respects all or most of the duties of his post, is required to report directly or is directly accountable to one or more of the statutory or non-statutory chief officers.

Note: A person whose duties are solely secretarial or clerical or are otherwise in the nature of support services shall not be regarded as a non-statutory chief officer or a deputy chief officer.

6. Remuneration and Pay Ratios

The levels and elements of remuneration for chief and senior officers (at year end 31st March 2019)

6.1 Below are listed the salaries of Chief Officers in posts where the FTE remuneration is above the £58,200 threshold level.

Post	Statutory Role	Salary (per annum)	Bonus or Performance related pay	Other Allowances (excludes business mileage claims)	Pension Enhancement in Year	Post end date
Chief Executive	Head of Paid Service	£113,322	No	Essential Car User Allowance £1,048	No	
Director – Strategy and Commissioning		£79,300	£5,000	No	No	
Director – Commercial and Income Generation		£79,300	£5,000	No	No	
Director – Service Delivery		£79,300	£5,000	Essential Car User Allowance £1,048	No	
Lead Specialist - Legal	Monitoring Officer	£61,776	No	No	No	
Section 151 Officer	Section 151	Contracted from SWAT* £42,680 per annum (2 days per week)	No	No	No	

*Somerset West and Taunton

The full time remuneration of the lowest paid employee

Definition	Salary (per annum)	Bonuses or Performance related pay	Other Benefits	Pension Enhancement in Year
Employee on lowest pay spine point scp 11 £17007 for contracted staff	£17,007	No	No	No

6.2 The lowest paid employee is defined as an employee on the lowest spine point of Pay Grade 1 (scale point 8) – the lowest grade for posts within the authorities pay scheme. Excluded for this purpose are any appointments under the Work Placement Schemes and Internships Policy, apprenticeships and casual employees.

6.3 Under the Single Status Scheme approved by Full Council this is the minimum starting salary for any employee covered by the scheme. Nationally the lowest pay point is National Pay Scale 6 (£16,394).

6.4 Through this policy the pay multiple of highest paid employee will be monitored annually. Should the multiplier between the annual salary paid to a full time employee on the lowest spine point and the annual remuneration paid to the highest paid employee be greater than 10 then this will be reported by the Leader of the Council to Full Council for consideration.

6.5 The multiplier of remuneration of highest paid employee to other officers

	Total remuneration per annum (including lease car value and travel allowance)
FTE median pay for all employees	£24,174
Pay multiple of highest paid employee to median average FTE salary	4.60
Pay multiple of highest paid employee to lowest paid FTE	7.03

7. Remuneration of Chief Officers on Appointment (directly employed posts)

7.1 **Chief Executive and Director Posts** - The Leader of the Council will, after taking independent pay advice from South West Councils or similar, recommend the remuneration package on appointment to the above posts to Full Council prior to advertisement of the vacancy. The remuneration package will then be subject to the approval of Full Council.

7.2 **All other chief officer posts** - The remuneration on appointment for all other posts covered by this Pay Policy Statement for Chief Officers will be set within the Single Status Scheme approved by Full Council.

8. Increases in remuneration post appointment for each Chief Officer (directly employed posts)

8.1 **Chief Executive and Director Posts** - The Leader of the Council shall recommend to Full Council within the remuneration package prior to appointment how salary progression and any annual pay reviews will be administered or calculated. Any other subsequent changes to the remuneration package will be subject to further Full Council approval.

8.2 **All other Chief Officer posts** - The salary progression for all other posts covered by this Pay Policy statement will be set within the Single Status Scheme approved by Full Council. Salary increases in relation to the cost of living will be made in line with National Joint Council recommendations

9. Use of Performance Related Pay for Chief Officers

9.1 Any performance related pay schemes for chief officers will be subject to approval by Full Council prior to implementation. No performance related pay scheme is currently operated or exists for chief officers.

10. Use of Bonuses or Honoraria for Chief Officers

10.1 Bonus or honoraria payments to chief officers (other than the Chief Executive) will only be paid if approved by the Chief Executive in consultation with the Leader.

10.2 Bonus or honoraria payments to the Chief Executive will only be paid if approved in advance by the Full Council. None are currently paid and none have been approved.

11. Use of Market Supplements

11.1 Market supplements may be applied to posts in certain circumstances as outlined in the Market Supplement Policy. When a decision is made to use market supplements for any chief officer post this will be reported to Full Council. We have not applied to any senior posts.

12. Payment of chief officers on their ceasing to hold office under or be employed by the authority

12.1 Any termination payments to chief officers on ceasing office will comply with the current Redundancy and Severance Pay Policy, which was approved by Full Council in December 2010. This policy applies equally to all employees of the Council. No additional termination payments will be made without the approval of Full Council. Any statutory caps on final termination payments in place on the termination date will be applied.

13. Remuneration of chief officers who return to Local Authority employment

13.1 Where the chief officer was a previously employed chief officer who left with a severance payment and applies to comeback as a chief officer, District Executive approval would be required to authorise re-employment, (if within the severance payment payback period.)

13.2 Where the chief officer was previously employed by the same authority and have comeback as a chief officer under a contract for services District Executive will be required to approve any award of a 'contract for services'.

13.3 If an employee receiving a pension from the Local Government Pension scheme becomes re-employed then their pension could be affected. If their pension plus the earnings from their new job is higher than the final pay their pension was calculated on, then their pension will be affected. For every pound that their earnings plus pension exceed previous pay, then their pension will reduce by a pound. This abatement will last for as long as the person exceeds their limit (so either when the new job ends or they reduce their hours so their earnings drop down below the acceptable level). However, abatement is not applied where the member's pension is less than £3,000 per annum.

14. Publication of and access to information relating to remuneration of chief officers

14.1 The remuneration of chief officers earning over a salary of £58,200 per annum will be published on the South Somerset District Council website.

15. Payments for Duties at Elections

15.1 Fees, in addition to salary, are paid to the individual undertaking the role of Returning Officer. This practice happens nationally and the fees are paid in a variety of ways depending on the type of election that is taking place. The Electoral Claims Unit (ECU) pays for national referenda and the Police and Crime Commissioner (PCC) fees are determined according to the Fees and Charges Order from the Secretary of State. County, District, Town and Parish Councils pay for their elections. These payments are not within the scope of this policy.

16. Financial Implications

16.1 There are no direct financial implications resulting from the Pay Policy Statement for Chief Officers.

17. Corporate Priority Implications

17.1 The recommendation will support decision making in the financial interests of the Council.

18. Carbon Emissions and Climate Change Implications

18.1 There is no impact resulting from the recommendations of this report.

19. Equality and Diversity Implications

19.1 The principles of equal pay have been fully considered in the production of this statement.

Agenda Item 11

Report of Executive Decisions

Executive Portfolio Holder: Val Keitch, Leader of Council, Strategy and Housing
Director: Netta Meadows, Director (Strategy & Support Services)
Lead Officer: Angela Cox, Democratic Services Specialist
Contact Details: angela.cox@southsomerset.gov.uk or (01935) 462148

This report is submitted for information and summarises decisions to be taken by the District Executive at their meeting on 05 March 2020.

Members are invited to ask any questions of the Portfolio Holders.

Background Papers

All Published

Val Keitch, Leader of the Council
Angela Cox, Democratic Services Specialist
angela.cox@southsomerset.gov.uk or (01935) 462148

Appendix A

Portfolio	Subject	Decision	Taken By	Date
Yeovil Refresh	Adoption of the Yeovil Public Realm Design Guide as a Supplementary Planning Document (SPD)	District Executive agreed to:- a. endorse the attached Public Realm Design Guide for adoption by Council. (Appendix A) b. endorse the attached Shopfront Guide for adoption by Council (Appendix B).	District Executive	05/03/20
Protecting Core Services including Transformation	SSDC Transformation Programme - Progress Report	That District Executive agreed to note the SSDC Transformation Programme – Progress Report.	District Executive	05/03/20
Strategy and Policy	Corporate Performance Report 2020-21 Key Performance Indicators	District Executive agreed to note the Corporate Performance Report 2020-21 Key Performance Indicators.	District Executive	05/03/20
Finance and Legal Services	Business Rates Relief	District Executive agreed to:- a. approve the use of the Councils local discretionary powers to increase Retail Rate Relief from one third to 50 percent from April 2020 for one year and to extend the relief to include cinemas and music venues with a Rateable Value of less than £51,000; b. approve the use of the Councils local discretionary powers to extend the Business Rate Relief Scheme for Local Newspapers, for an additional 5 years until March 2025; c. approve the use of the Councils local discretionary powers to reintroduce Pub relief of £1,000 to eligible pubs, with a Rateable Value of less than £100,000.	District Executive	05/03/20

Agenda Item 13

Overview and Scrutiny Committee

This report summarises the work of the Overview and Scrutiny Committee since the last report to Council in February.

Since the last report the committee met on 3 March 2020. The full minutes will be available via the website shortly.

In addition to considering the reports to go before District Executive and providing 'critical friend' challenge the Overview and Scrutiny Committee:

- Considered a presentation from Fit for My Future team¹ regarding the current consultation on acute mental health inpatient beds for adults of working age. The committee supported option 2 to relocate Wells service to Yeovil - move St Andrews ward, Wells and create two wards using existing ward space at Rowan/Holly Court. Members did however say that they felt for those service users and families who would face the increased travel times in the Wells area. The consultation is available at <https://www.fitformyfuture.org.uk/> and is open until 12 April 2020. The Fit For My Future Team also drew members attention to another engagement activity being undertaken on Community Health & Care Services, the feedback will be used to develop a number of ways that Somerset could deliver community health and care services that will be consulted on in the future. The engagement questionnaire is available at <https://response.questback.com/isa/qbv.dll/ShowQuest?QuestID=5439572&sid=svGXw5jSKz>
- Received an update on the Council's compliance with the Equality Act and Public Sector Equality Duty since the adoption of the new Equality Policy, Equality Objectives and Equality Impact Assessment.
- Reviewed the draft Key Performance Indicators for monitoring the councils performance through 2020-21
- Supported the Income & Opportunities Manager in a policy development capacity with a view to creating a policy for the setting of fees and charges to commence in 2021/22

The Overview and Scrutiny Committee are looking for non-executive members to participate in a Task and Finish Group to review how at South Somerset we currently calculate the level of reduction in council tax for low income households (Council Tax Support) to assess if the policy needs to be revised and propose how best to do this. This is an excellent opportunity to be involved in a significant piece of policy development work, working with staff from the service delivery team for Revenues and Benefits.

If you are interested, please contact the Specialist – Scrutiny.

Crispin Raikes
Chairman of Scrutiny Committee

¹ Fit For My Future is the strategy for Somerset Clinical Commissioning Group (SCCG). It is responsible for planning, buying and providing health services to meet the needs of people in Somerset, now and in the future. SCCG have worked closely with Somerset County Council which is responsible for commissioning adult care and support services.

Agenda Item 14

Motions

The following Motion has been proposed by Councillor Sarah Dyke:-

That South Somerset District Council sign the **Time to Change Employer Pledge**



let's end mental health discrimination

The Time to Change Employer Pledge is a commitment to changing the way we all think and act about mental health in the workplace.

This commitment is supported by a 12-month [Employer Action Plan](#) founded on the principles of the 2017 Thriving at Work Report and built upon 5 years of evidence-based interventions researched by the Time to Change Employers Team.

The Employer Pledge and Employer Action Plan supports your organisation to put in place best-practice interventions and policy to help your staff work in ways that promote a positive mental wellbeing.

Over 1,400 organisations, employing over 3 million people, have now signed the Time to Change Employer Pledge. The Employer Pledge is free of charge and available to organisations based in England.

Why sign the Employer Pledge?

Mental health is a significant issue your organisation cannot afford to ignore:

- 1 in 4 British workers are affected by conditions like anxiety, depression and stress every year.
- 9 out of 10 people who experience mental health problems say they face stigma and discrimination as a result.
- 60% of people say that stigma and discrimination are as damaging, or more damaging, than the symptoms of their mental health problem and 54% percent of people say they are impacted most by such stigma in their place of work.

Poor mental health can have a significant cost to your business:

- Every year a cost of between £33 billion and £42 billion is incurred by employers as a result of poor mental health.

- Mental ill-health is the leading cause of sickness absence in the UK, costing an average of £1,035 per employee per year.
- 300,000 people leave their place of work each year due to poor mental health.

Organisations who take the Pledge and put their Action Plan in place have found that employees report feeling more supported about issues concerning mental health, are more willing to disclose their personal lived experience, and are more confident about making managers and colleagues aware of their experience.

Further information can be found at: <https://www.time-to-change.org.uk/get-involved/get-your-workplace-involved/employer-pledge#toc-1>

Agenda Item 16

Date of Next Meeting

Members are asked to note that the next scheduled meeting of the Full Council is a reserve date of 16th April 2020.

Unless there is any urgent business to progress on this date, the next scheduled meeting of the Full Council will take place on **Thursday, 21st May 2020** in the Council Chamber, Council Offices, Brympton Way, Yeovil **commencing at 7.30 p.m.**

This is subject to any future Government advice on public meetings.
