

14 February 2022

Dear Members

**Council Meeting**

I hereby give notice that a meeting of the Council will be held at

**Council Chamber, County Buildings, Martin Street, Stafford on Tuesday**

**22 February 2022 at 7.00pm** to deal with the business as set out on the agenda.



Tim Clegg  
Chief Executive

## **COUNCIL MEETING - 22 FEBRUARY 2022**

**Mayor, Councillor Tony Nixon**

### **A G E N D A**

- |    |  |                 |
|----|--|-----------------|
| 1  | Approval of the Minutes of the meeting of Council held on 1 February 2022 as published on the Council's website.       |                 |
| 2  | Apologies for Absence  |                 |
| 3  | Declarations of Interest   |                 |
| 4  | Announcements (Paragraph 3.2(iii) of the Council Procedure Rules)  |                 |
| 5  | Public Question Time - Nil   |                 |
| 6  | Councillor Session - Nil   |                 |
| 7  | Notice of Motion - Nil   |                 |
|    |  | <b>Page Nos</b> |
| 8  | To receive Nominations for the Offices of Mayor and Deputy Mayor for the Municipal Year 2022/23                        | -               |
| 9  | Council Tax 2022/23  | 3 - 13          |
|    | In accordance with Paragraph 17.4(c) of the Council Procedure Rules, a recorded vote will be taken for the above item. |                 |
| 10 | Localism Act 2011 - Pay Policy Statement 2022/2023   | 14 - 27         |
| 11 | Waiver of 6 Month Councillor Attendance Rule   | 28 - 30         |
| 12 | Any items referred from Scrutiny Committee(s)  | -               |

**Chief Executive**

Civic Centre  
Riverside  
Stafford  
ST16 3AQ

**ITEM NO 9**

**ITEM NO 9**

<b>Report of:</b>	<b>Interim Head of Finance</b>
<b>Contact Officer:</b>	<b>Tim Willis</b>
<b>Telephone No:</b>	<b>-</b>
<b>Ward Interest:</b>	<b>Nil</b>
<b>Report Track:</b>	<b>Council 22/02/22 (Only)</b>

**COUNCIL**  
**22 FEBRUARY 2022**  
**Council Tax 2022/23**

**1 Purpose of Report**

- 1.1 To set out the proposed Council Tax for the year 2022/23.

**2 Recommendation**

- 2.1 That the proposed Council Tax as set out in the Council Tax Resolution **APPENDIX** be approved.
- 2.2 That in accordance with the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2014 a named vote is taken in relation to the proposed Council Tax.

**3 Key Issues and Reasons for Recommendation**

- 3.1 Council at its meeting on 1 February 2022 determined its Budget for 2022/23 and set a Band D Council Tax at £165.38.
- 3.2 The overall level of Council Tax must be set before the 11 March each year; however, the overall level of Council Tax cannot be set before 1 March 2022 unless all precepting authorities have issued their precepts, and the required calculations in accordance with the Local Government Finance Act, 1992 have been determined.
- 3.3 The Council has recently received formal notification from the major precepting authorities of the relevant precepts.

**4 Relationship to Corporate Business Objectives**

- 4.1 Not Applicable

<b>5 Report Detail</b>
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- 5.1 In setting a budget for any year the Council must comply with the Budget and Council Tax setting requirements as reflected in the Local Government Finance Act 1992 as amended by the Localism Act 2011.
- 5.2 The Localism Act 2011 has made significant changes to the 1992 Act with the main impact for setting a Council Tax being that a billing authority (Stafford Borough Council) is required to calculate a Council Tax Requirement rather than a Budget Requirement.
- 5.3 This primarily affects the Council Tax Resolution to be made by Council and is a technical rather than procedural issue.
- 5.4 In accordance with regulations the Council is required to:
  - (a) Calculate its Council Tax Requirement (Section 31A) - Replacing budget requirement (Section 32) and determination of the Borough Council element of Council Tax (Section 33)
  - (b) Set the overall level of Council Tax inclusive of Staffordshire County Council; Police and Crime Commissioner Staffordshire; Staffordshire Commissioner Fire and Rescue Authority, and other precepts (Section 30)
- 5.5 The determination of the Council Tax Requirement (Requirement (a)) is a function of all authorities; however, Requirement (b) is purely a function of this Council as a billing authority
- 5.6 The overall level of Council Tax must be set before the 11 March each year; however, the overall level of Council Tax cannot be set before 1 March, 2022 unless all precepting authorities have issued their precepts, and the required calculations in accordance with the Local Government Finance Act 1992 have been determined.
- 5.7 Council at its meeting on 1 February 2022 approved the General Fund Revenue Budget for 2022/23 and determined the Council Tax for the Borough at £165.38.
- 5.8 Staffordshire County Council approved its precept at its meeting on 10 February 2022 and the precept proposal for the Staffordshire Commissioner Police, Fire and Crime portfolio was accepted by the Police, Fire and Crime Panel on 14 February 2022.  
  
All Town and Parish Precepts have been received.
- 5.9 The overall Council Tax Resolution is attached as an **APPENDIX** to this report.
- 5.10 In determining the overall Council tax Requirement the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2014 require that a named vote is taken.

<b>6</b>	<b>Implications</b>
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6.1	<b>Financial</b>	As detailed in the attached <b>APPENDIX</b>
	<b>Legal</b>	Nil
	<b>Human Resources</b>	Nil
	<b>Human Rights Act</b>	Nil
	<b>Data Protection</b>	Nil
	<b>Risk Management</b>	In setting the overall level of Council Tax the Council must be in receipt of the precept from all relevant authorities.

6.2	<b>Community Impact Assessment Recommendations</b>	<p>The Borough Council considers the effect of its actions on all sections of our community and has addressed all of the following Equality Strands in the production of this report, as appropriate:-</p> <p>Age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation.</p>
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<b>Previous Consideration - Nil</b>
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<b>Background Papers - File available in Finance</b>
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**COUNCIL**  
**22 FEBRUARY 2022**  
**Council Tax 2022/23**

Following Minute No C54 of the Council of 1 February 2022 determining the level of net spending for the General Fund Revenue Budget and Transfer to Working Balances for 2022/2023; the Council is recommended to make a Council Tax for 2022/2023 by formally approving the following resolution:-

- 1 It be noted that under the power delegated to the Council's Section 151 Officer, the Council calculated the Council Tax Base 2022/23
  - (a) ***for the whole Council area as 48,490.39 [Item T in the formula in Section 31B of the Local Government Finance Act 1992, as amended (the "Act")]; and***
  - (b) ***for dwellings in those parts of its area to which a Parish precept relates as shown below***

Parish	Taxbase
Adbaston	222.07
Barlaston	1,031.43
Berkswich	798.51
Bradley	223.68
Brocton	557.62
Chebsey	254.97
Church Eaton	286.75
Colwich	1,844.65
Creswell	660.47
Doxey	1,006.63
Eccleshall	2,168.75
Ellenhall	61.48
Forton	141.62
Fradswell	86.53
Fulford	2,319.10
Gayton	74.35
Gnosall	2,030.86
Haughton	459.86
High Offley	391.04
Hilderstone	272.08
Hixon	745.16
Hopton and Coton	858.42
Hyde Lea	188.22
Ingestre	85.73

<b>Parish</b>	<b>Taxbase</b>
Marston	89.49
Milwich	201.00
Norbury	202.12
Ranton	183.17
Salt and Enson	193.49
Sandon and Burston	163.64
Seighford	778.42
Standon	337.61
Stone Town	6,296.62
Stone Rural	732.59
Stowe by Chartley	196.79
Swynnerton	1,364.49
Tixall	130.03
Weston	480.17
Whitgreave	90.15
Yarnfield and Cold Meece	824.50
	<b>29,034.26</b>
<b>Unparished</b>	
Stafford Town	18,977.63
MOD Contribution in Lieu	478.50
<b>Council Tax Base</b>	<b>48,490.39</b>

- 2 That the Council Tax requirement for the Council's own purposes for 2022/23 (excluding Parish precepts) is calculated at £8,019,520.00.
- 3 That the following amounts are calculated for the year 2022/23 in accordance with Sections 31 to 36 of the Local Government Finance Act 1992:
  - (a) £46,621,211.17 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(2) of the Act taking into account all precepts issued to it by Parish Councils.
  - (b) £37,325,690.00 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(3) of the Act.
  - (c) £9,295,521.17 being the amount by which the aggregate at 3(a) above exceeds the aggregate at 3(b) above, calculated by the Council in accordance with Section 31A(4) of the Act as its Council Tax requirement for the year. (Item R in the formula in Section 31B of the Act).
  - (d) £191.70 being the amount at 3(c) above (Item R), all divided by Item T (1(a) above), calculated by the Council, in accordance with Section 31B of the Act, as the basic amount of its Council Tax for the year (including Parish precepts).

- (e) £1,276,001.17 being the aggregate amount of all special items (Parish precepts) referred to in Section 34(1) of the Act.
- (f) £165.38 being the amount at 3(d) above less the result given by dividing the amount at 3(e) above by Item T (1(a) above), calculated by the Council, in accordance with Section 34(2) of the Act, as the basic amount of its Council Tax for the year for dwellings in those parts of its area to which no Parish precept relates.
- (g) For the following parts of the Council's Area

<b>Parish</b>	<b>Band D £ p</b>
Adbaston	179.88
Barlaston	228.79
Berkswich	197.69
Bradley	218.73
Brocton	190.95
Chebsey	190.65
Church Eaton	185.52
Colwich	255.15
Creswell	191.50
Doxey	187.03
Eccleshall	201.88
Ellenhall	169.36
Forton	172.49
Fradswell	182.28
Fulford	207.00
Gayton	214.75
Gnosall	214.79
Haughton	211.17
High Offley	177.67
Hilderstone	208.11
Hixon	208.97
Hopton and Coton	208.96
Hyde Lea	200.47
Ingestre	195.90
Marston	165.38
Milwich	189.74
Norbury	184.26
Ranton	189.34
Salt and Enson	205.51
Sandon and Burston	223.37
Seighford	189.66
Standon	196.63
Stone Town	221.89
Stone Rural	185.64
Stowe by Chartley	239.57



<b>Parish</b>	<b>Band D £ p</b>
Swynnerton	187.67
Tixall	185.35
Weston	236.61
Whitgreave	180.18
Yarnfield and Cold Meece	196.79

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

(h) For the following parts of the Council's area

<b>Parish</b>	<b>Band A Disabled</b>	<b>Band A</b>	<b>Band B</b>	<b>Band C</b>	<b>Band D</b>	<b>Band E</b>	<b>Band F</b>	<b>Band G</b>	<b>Band H</b>
	<b>£ p</b>	<b>£ p</b>	<b>£ p</b>	<b>£ p</b>	<b>£ p</b>	<b>£ p</b>	<b>£ p</b>	<b>£ p</b>	<b>£ p</b>
Adbaston	99.93	119.92	139.91	159.89	179.88	219.85	259.83	299.80	359.76
Barlaston	127.11	152.53	177.95	203.37	228.79	279.63	330.47	381.32	457.58
Berkswich	109.83	131.79	153.76	175.72	197.69	241.62	285.55	329.48	395.38
Bradley	121.52	145.82	170.12	194.43	218.73	267.34	315.94	364.55	437.46
Brocton	106.08	127.30	148.52	169.73	190.95	233.38	275.82	318.25	381.90
Chebsey	105.92	127.10	148.28	169.47	190.65	233.02	275.38	317.75	381.30
Church Eaton	103.07	123.68	144.29	164.91	185.52	226.75	267.97	309.20	371.04
Colwich	141.75	170.10	198.45	226.80	255.15	311.85	368.55	425.25	510.30
Creswell	106.39	127.67	148.94	170.22	191.50	234.06	276.61	319.17	383.00
Doxey	103.91	124.69	145.47	166.25	187.03	228.59	270.15	311.72	374.06
Eccleshall	112.16	134.59	157.02	179.45	201.88	246.74	291.60	336.47	403.76
Ellenhall	94.09	112.91	131.72	150.54	169.36	207.00	244.63	282.27	338.72
Forton	95.83	114.99	134.16	153.32	172.49	210.82	249.15	287.48	344.98
Fradswell	101.27	121.52	141.77	162.03	182.28	222.79	263.29	303.80	364.56
Fulford	115.00	138.00	161.00	184.00	207.00	253.00	299.00	345.00	414.00
Gayton	119.31	143.17	167.03	190.89	214.75	262.47	310.19	357.92	429.50
Gnosall	119.33	143.19	167.06	190.92	214.79	262.52	310.25	357.98	429.58
Haughton	117.32	140.78	164.24	187.71	211.17	258.10	305.02	351.95	422.34

<b>Parish</b>	<b>Band A Disabled</b>	<b>Band A</b>	<b>Band B</b>	<b>Band C</b>	<b>Band D</b>	<b>Band E</b>	<b>Band F</b>	<b>Band G</b>	<b>Band H</b>
	<b>£ p</b>	<b>£ p</b>	<b>£ p</b>	<b>£ p</b>	<b>£ p</b>	<b>£ p</b>	<b>£ p</b>	<b>£ p</b>	<b>£ p</b>
High Offley	98.71	118.45	138.19	157.93	177.67	217.15	256.63	296.12	355.34
Hilderstone	115.62	138.74	161.86	184.99	208.11	254.36	300.60	346.85	416.22
Hixon	116.09	139.31	162.53	185.75	208.97	255.41	301.85	348.28	417.94
Hopton and Coton	116.09	139.31	162.52	185.74	208.96	255.40	301.83	348.27	417.92
Hyde Lea	111.37	133.65	155.92	178.20	200.47	245.02	289.57	334.12	400.94
Ingestre	108.83	130.60	152.37	174.13	195.90	239.43	282.97	326.50	391.80
Marston	91.88	110.25	128.63	147.00	165.38	202.13	238.88	275.63	330.76
Milwich	105.41	126.49	147.58	168.66	189.74	231.90	274.07	316.23	379.48
Norbury	102.37	122.84	143.31	163.79	184.26	225.21	266.15	307.10	368.52
Ranton	105.19	126.23	147.26	168.30	189.34	231.42	273.49	315.57	378.68
Salt and Enson	114.17	137.01	159.84	182.68	205.51	251.18	296.85	342.52	411.02
Sandon and Burstons	124.09	148.91	173.73	198.55	223.37	273.01	322.65	372.28	446.74
Seighford	105.37	126.44	147.51	168.59	189.66	231.81	273.95	316.10	379.32
Standon	109.24	131.09	152.93	174.78	196.63	240.33	284.02	327.72	393.26
Stone	123.27	147.93	172.58	197.24	221.89	271.20	320.51	369.82	443.78
Stone Rural	103.13	123.76	144.39	165.01	185.64	226.89	268.15	309.40	371.28
Stowe-by-Chartley	133.09	159.71	186.33	212.95	239.57	292.81	346.05	399.28	479.14
Swynnerton	104.26	125.11	145.97	166.82	187.67	229.37	271.08	312.78	375.34
Tixall	102.97	123.57	144.16	164.76	185.35	226.54	267.73	308.92	370.70
Weston	131.45	157.74	184.03	210.32	236.61	289.19	341.77	394.35	473.22
Whitgreave	100.10	120.12	140.14	160.16	180.18	220.22	260.26	300.30	360.36
Yarnfield & Cold Meece	109.33	131.19	153.06	174.92	196.79	240.52	284.25	327.98	393.58
All other parts of the Council's area	91.88	110.25	128.63	147.00	165.38	202.13	238.88	275.63	330.76

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

- 4 To note that the County Council, the Office of the Police and Crime Commissioner and the Fire Authority have issued precepts to the Council in accordance with Section 40 of the Local Government Finance Act 1992 for each category of dwellings in the Council's area as indicated in the table below.

#### Valuation Bands

	<b>A £ p</b>	<b>B £ p</b>	<b>C £ p</b>	<b>D £ p</b>	<b>E £ p</b>	<b>F £ p</b>	<b>G £ p</b>	<b>H £ p</b>
Staffordshire County Council	934.20	1,089.90	1,245.60	1,401.30	1,712.70	2,024.10	2,335.50	2,802.60
Office of the Police and Crime Commissioner	165.71	193.33	220.95	248.57	303.81	359.05	414.28	497.14
Stoke-on-Trent and Staffs Fire Authority	53.57	62.49	71.42	80.35	98.21	116.06	133.92	160.70

- 5 That the Council, in accordance with Sections 30 and 36 of the Local Government Finance Act 1992, hereby sets the aggregate amounts shown in the table below as the amounts of Council Tax for 2022/23 for each part of its area and for each of the categories of dwellings.

Parish	Band A Disabled	Band A	Band B	Band C	Band D	Band E	Band F	Band G	Band H
	£ p	£ p	£ p	£ p	£ p	£ p	£ p	£ p	£ p
Adbaston	1,061.16	1,273.40	1,485.63	1,697.86	1,910.10	2,334.57	2,759.04	3,183.50	3,820.20
Barlaston	1,088.34	1,306.01	1,523.67	1,741.34	1,959.01	2,394.35	2,829.68	3,265.02	3,918.02
Berkswich	1,071.06	1,285.27	1,499.48	1,713.69	1,927.91	2,356.34	2,784.76	3,213.18	3,855.82
Bradley	1,082.75	1,299.30	1,515.84	1,732.40	1,948.95	2,382.06	2,815.15	3,248.25	3,897.90
Brocton	1,067.31	1,280.78	1,494.24	1,707.70	1,921.17	2,348.10	2,775.03	3,201.95	3,842.34
Chebsey	1,067.15	1,280.58	1,494.00	1,707.44	1,920.87	2,347.74	2,774.59	3,201.45	3,841.74
Church Eaton	1,064.30	1,277.16	1,490.01	1,702.88	1,915.74	2,341.47	2,767.18	3,192.90	3,831.48
Colwich	1,102.98	1,323.58	1,544.17	1,764.77	1,985.37	2,426.57	2,867.76	3,308.95	3,970.74
Creswell	1,067.62	1,281.15	1,494.66	1,708.19	1,921.72	2,348.78	2,775.82	3,202.87	3,843.44
Doxey	1,065.14	1,278.17	1,491.19	1,704.22	1,917.25	2,343.31	2,769.36	3,195.42	3,834.50
Eccleshall	1,073.39	1,288.07	1,502.74	1,717.42	1,932.10	2,361.46	2,790.81	3,220.17	3,864.20
Ellenhall	1,055.32	1,266.39	1,477.44	1,688.51	1,899.58	2,321.72	2,743.84	3,165.97	3,799.16
Forton	1,057.06	1,268.47	1,479.88	1,691.29	1,902.71	2,325.54	2,748.36	3,171.18	3,805.42
Fradswell	1,062.50	1,275.00	1,487.49	1,700.00	1,912.50	2,337.51	2,762.50	3,187.50	3,825.00
Fulford	1,076.23	1,291.48	1,506.72	1,721.97	1,937.22	2,367.72	2,798.21	3,228.70	3,874.44
Gayton	1,080.54	1,296.65	1,512.75	1,728.86	1,944.97	2,377.19	2,809.40	3,241.62	3,889.94
Gnosall	1,080.56	1,296.67	1,512.78	1,728.89	1,945.01	2,377.24	2,809.46	3,241.68	3,890.02
Haughton	1,078.55	1,294.26	1,509.96	1,725.68	1,941.39	2,372.82	2,804.23	3,235.65	3,882.78
High Offley	1,059.94	1,271.93	1,483.91	1,695.90	1,907.89	2,331.87	2,755.84	3,179.82	3,815.78
Hilderstone	1,076.85	1,292.22	1,507.58	1,722.96	1,938.33	2,369.08	2,799.81	3,230.55	3,876.66
Hixon	1,077.32	1,292.79	1,508.25	1,723.72	1,939.19	2,370.13	2,801.06	3,231.98	3,878.38
Hopton and Coton	1,077.32	1,292.79	1,508.24	1,723.71	1,939.18	2,370.12	2,801.04	3,231.97	3,878.36
Hyde Lea	1,072.60	1,287.13	1,501.64	1,716.17	1,930.69	2,359.74	2,788.78	3,217.82	3,861.38
Ingestre	1,070.06	1,284.08	1,498.09	1,712.10	1,926.12	2,354.15	2,782.18	3,210.20	3,852.24
Marston	1,053.11	1,263.73	1,474.35	1,684.97	1,895.60	2,316.85	2,738.09	3,159.33	3,791.20
Milwich	1,066.64	1,279.97	1,493.30	1,706.63	1,919.96	2,346.62	2,773.28	3,199.93	3,839.92
Norbury	1,063.60	1,276.32	1,489.03	1,701.76	1,914.48	2,339.93	2,765.36	3,190.80	3,828.96
Ranton	1,066.42	1,279.71	1,492.98	1,706.27	1,919.56	2,346.14	2,772.70	3,199.27	3,839.12
Salt and Enson	1,075.40	1,290.49	1,505.56	1,720.65	1,935.73	2,365.90	2,796.06	3,226.22	3,871.46
Sandon & Burstn	1,085.32	1,302.39	1,519.45	1,736.52	1,953.59	2,387.73	2,821.86	3,255.98	3,907.18
Seighford	1,066.60	1,279.92	1,493.23	1,706.56	1,919.88	2,346.53	2,773.16	3,199.80	3,839.76
Standon	1,070.47	1,284.57	1,498.65	1,712.75	1,926.85	2,355.05	2,783.23	3,211.42	3,853.70
Stone	1,084.50	1,301.41	1,518.30	1,735.21	1,952.11	2,385.92	2,819.72	3,253.52	3,904.22
Stone Rural	1,064.36	1,277.24	1,490.11	1,702.98	1,915.86	2,341.61	2,767.36	3,193.10	3,831.72
Stowe-by- Chartley	1,094.32	1,313.19	1,532.05	1,750.92	1,969.79	2,407.53	2,845.26	3,282.98	3,939.58
Swynnerton	1,065.49	1,278.59	1,491.69	1,704.79	1,917.89	2,344.09	2,770.29	3,196.48	3,835.78
Tixall	1,064.20	1,277.05	1,489.88	1,702.73	1,915.57	2,341.26	2,766.94	3,192.62	3,831.14
Weston	1,092.68	1,311.22	1,529.75	1,748.29	1,966.83	2,403.91	2,840.98	3,278.05	3,933.66
Whitgreave	1,061.33	1,273.60	1,485.86	1,698.13	1,910.40	2,334.94	2,759.47	3,184.00	3,820.80

<b>Parish</b>	<b>Band A Disabled</b>	<b>Band A</b>	<b>Band B</b>	<b>Band C</b>	<b>Band D</b>	<b>Band E</b>	<b>Band F</b>	<b>Band G</b>	<b>Band H</b>
	<b>£ p</b>	<b>£ p</b>	<b>£ p</b>	<b>£ p</b>	<b>£ p</b>	<b>£ p</b>	<b>£ p</b>	<b>£ p</b>	<b>£ p</b>
Yarnfield & Cold Meece	1,070.56	1,284.67	1,498.78	1,712.89	1,927.01	2,355.24	2,783.46	3,211.68	3,854.02
All other parts	1,053.11	1,263.73	1,474.35	1,684.97	1,895.60	2,316.85	2,738.09	3,159.33	3,791.20

- 6 That it is determined in accordance with Section 52ZB of the Local Government Finance Act 1992 that the Council's basic amount of Council Tax for 2022/23 is not excessive in accordance with the principles determined by the Secretary of State under Section 52ZC of that Act.

**ITEM NO 10****ITEM NO 10**

<b>Report of:</b>	<b>Cabinet Member for Resources</b>
<b>Contact Officer:</b>	<b>Gail Hopkins</b>
<b>Telephone No:</b>	<b>01785 619225</b>
<b>Ward Interest:</b>	<b>Nil</b>
<b>Report Track:</b>	<b>Council 22/02/22 (Only)</b>

**COUNCIL****22 FEBRUARY 2022****Localism Act 2011 - Pay Policy Statement 2022/2023****1 Purpose of Report**

- 1.1 To agree a pay policy statement for 2022/23 as required by Sections 38 and 39 of the Localism Act 2011.

**2 Recommendation**

- 2.1 That Council:-

- (a) Approve the Pay Policy Statement as set out in the **APPENDIX**.
- (b) Approve the publication of the Pay Policy Statement on the Council's website as required by the Act.

**3 Key Issues and Reasons for Recommendation**

- 3.1 Under section 112 of the Local Government Act 1972, Council has the "power to appoint officers on such reasonable terms and conditions as the authority thinks fit". This Pay Policy Statement (the 'statement') sets out Stafford Borough Council's approach to pay policy in accordance with the requirements of Section 38 of the Localism Act 2011 and associated guidance, and the Local Government (Transparency Requirements) Regulations 2014. The purpose of the statement is to provide transparency with regard to the Council's approach to setting the pay of its employees in line with Chapter 8 of the Localism Act 2011 and the provisions of the guidance issued under S40 (ie "Openness and accountability in local pay") by identifying:-
- a local authority's policy on the level and elements of remuneration for each chief officer

- a local authority's policy on the remuneration of its lowest-paid employees (including the definition of "lowest-paid employees")
- a local authority's policy on the relationship between the remuneration of chief officers and other officers
- a local authority's policy on other specific aspects of senior officer remuneration: remuneration on recruitment, increases and additions to remuneration, use of performance-related pay (if applicable) and bonuses, termination payments, and transparency.

#### **4 Relationship to Corporate Priorities**

- 4.1 The Pay Policy Statement report primarily relates to Corporate Business Objective 4:-

"To be a well-run, financially sustainable and ambitious organisation, responsive to the needs of our customers and communities and focussed on delivering our objectives."

#### **5 Report Detail**

- 5.1 Section 38 (1) of the Localism Act 2011 required English (and Welsh local authorities to prepare a pay policy statement for 2012/13 and for each financial year thereafter. Drawing on Will Hutton's 2011 'Review of Fair Pay in the Public Sector', the Act introduced requirements to compare policies on remunerating chief officers and other employees, including the lowest paid.
- 5.2 The Act defines remuneration widely, to include not just pay but also charges, fees, allowances, benefits in kind, increases in enhancements of pension entitlements, and termination payments.
- 5.3 As for process, the pay policy statement:-
- must be approved formally by full Council
  - must be approved by the end of March each year, starting with 2012
  - can be amended in-year
  - must be published on the authority's website (and in any other way the authority chooses)
  - must be complied with when the authority sets the terms and conditions for a chief officer.
- 5.4 The Act requires an Authority to have regard to any statutory guidance on the subject issued or approved by the Secretary of State. Statutory recommendations have been issued on pay multiples (within a wider code of recommended practice) on data transparency and a broader set of statutory guidance on the publication of pay policy statements. The statutory guidance emphasises that each Local Authority has the autonomy to take its own decisions on pay and pay policies.

- 5.5 The Act sets out that in the context of managing public resources, remuneration at all levels 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 (and seen as such). Each local authority will have its own way of balancing those factors, with legitimately differing emphases reflecting differing circumstances.
- 5.6 As well as being required to set out certain of its policies on pay, a local authority is required to use the pay policy statement to set out its policies on paying charges, fees (such as for local returning officer, as appropriate or joint authority duties), allowances, and benefits in kind.
- 5.7 Although not required by the Act or statutory guidance, in order to support the need for transparency the pay policy statement should include the percentage rate at which the employer's pension contributions have been set for the year in question together with the employee contribution rates.
- 5.8 It is important to consider the pay policy in the context of shared services where this Council delivers services on behalf of other Councils.
- 5.9 Salaries information contained within the report and Appendix are based on the outcome of implementing the 1 April 2020 pay award for the National Joint Council (NJC) for Local Government Services (Green Book) which applies to all employees of the Council from 1 April 2020. The NJC for Local Government Services (Green Book) pay Award effective from 1 April 2021/2 remains under national negotiation between the employers and the trade unions and is unresolved at the time of writing.

<b>6 Implications</b>	
<b>6.1 Financial</b>	The approval of the Council's Pay Policy Statement does not commit any expenditure over and above that approved for the financial year 2022/23.
<b>Legal</b>	The data is published in line with the requirements set by Government
<b>Human Resources</b>	The data is published in line with the requirements set by Government
<b>Human Rights Act</b>	The data is published in line with the requirements set by Government
<b>Data Protection</b>	Data on Chief Officers pay is regularly published and is already in the public domain. The data is published in line with the requirements set by Government
<b>Risk Management</b>	Nil



<p>6.2 <b>Community Impact Assessment Recommendations</b></p>	<p>The Borough Council considers the effect of its actions on all sections of our community and has addressed all of the following Equality Strands in the production of this report, as appropriate:-</p> <p>Age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation.</p> <p>Pay and conditions for employees are applied fairly and equitably under the Council's job evaluation scheme and negotiated conditions of service. Any differentials arising in pay between employees arise from the job evaluation scheme or from the effect of TUPE protections where applicable.</p>
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**Previous Consideration** - 2021/22 Pay Policy Statement approved by Council on 23 February 2021

**Background Papers** - Information available in Human Resource Services

**COUNCIL**  
**22 FEBRUARY 2022**  
**Localism Act 2011 - Pay Policy Statement 2022/2023**

**Pay Policy Statement 2022/23**

**Introduction and Purpose**

Under section 112 of the Local Government Act 1972, Council has the “power to appoint officers on such reasonable terms and conditions as the authority thinks fit”. This Pay Policy Statement (the ‘statement’) sets out the Council’s approach to pay policy in accordance with the requirements of Section 38 of the Localism Act 2011 as amended. The purpose of the statement is to provide transparency with regard to the Council’s approach to setting the pay and conditions of its employees.

Once approved by full Council, this policy statement will come into immediate effect and will be subject to review on a minimum of an annual basis in accordance with the relevant legislation prevailing at that time.

**Legislative Framework**

In determining the pay and remuneration of all of its employees, the Council will comply with all relevant employment legislation. This includes:-

- The Equality Act 2010
- The Part Time Employment (Prevention of Less Favourable Treatment) Regulations 2000
- The Agency Workers Regulations 2010, and where relevant
- The Transfer of Undertakings (Protection of Employment) Regulations.

With regard to the Equal Pay requirements contained within the Equality Act, the Council ensures there is no pay discrimination within its pay structures and that all pay differentials can be objectively justified.

**Pay Structure**

The Council concluded its negotiations toward a Single Status Agreement during 2010. The details of the Agreement covering all employees within the scope of the National Joint Council (NJC) for Local Government Services (“Green Book”) were agreed at Council on 28 September 2010. The Agreement to not introduce structural changes to existing pay levels at the time gained the overwhelming support of Council, employees and trade unions who accepted that following receipt of expert independent advice the Council’s pay structure was in fact non-discriminatory.

The Agreement introduced a harmonised set of terms and conditions for all Council employees with effect from 1 October 2010.

As at 1 October 2010, the minimum and maximum rates of pay of employees within scope of the Single Status Agreement remained unchanged and are based on either the national pay spine and/or locally negotiated rates of pay or national minimum wage legislation, including Apprentice rates of pay as appropriate dependent on age.

On 26 November 2013 Council approved the harmonisation of pay awards across the Council. With effect from 1 April 2013, all employees (other than those covered by the national minimum wage and other Government set rates of pay) will receive annual pay awards in line with the NJC for Local Government Services (Green Book).

The national pay spine and local pay grades are set out at **ANNEX 1**. Salaries information contained within the report, Appendix and Annex are based on the outcome of implementing locally the pay award for National Joint Council (NJC) for Local Government Services (Green Book) which applies to all employees of the Council.

**The National Joint Council (NJC) for Local Government Services (Green Book) pay Award effective from 1 April 2022 as well as the pay award from 1 April 2021, remain under national negotiation between the employers and the trade unions and are both unresolved at the time of writing. Consequently, the national pay spine and local pay grades contained within the report are based upon those at 1 April 2020.**

The Council remains committed to adherence with national pay bargaining in respect of the national pay spine and any annual cost of living increases negotiated.

In order to future proof the Council's pay and grading structure from an equalities standpoint and following negotiation with local and regional trade unions and taking account of expert independent advice a revised non-discriminatory pay and grading structure was implemented for any new or revised job roles on or after 1 October 2010, as set out at **ANNEX 2**. Any future decision as to the grading of job roles is now determined by reference to the NJC Job Evaluation Scheme as adopted by the Council.

With the exception of progression through any incremental scale of any relevant grade being subject to overall satisfactory performance, the level of remuneration is not variable dependent upon the achievement of defined targets. There is in addition the provision for the acceleration of increments within any grade in order to take account of changes to duties and responsibilities or outstanding contribution.

All other pay related allowances are the subject of either national and/or local determination having been determined from time to time in accordance with national collective bargaining machinery and/or as determined by local negotiation with local trade union representatives.

In determining its pay and grading structure and setting remuneration levels for all posts, the Council takes account of the need to ensure value for money in respect of the use of public expenditure, balanced against the need to be able to recruit and retain employees who are able to meet the requirements of providing high quality services to the community, delivered effectively and efficiently and at times at which those services are required.

New appointments will normally be made at the minimum of the relevant grade, although this can be varied where necessary to secure the best candidate and to respond to variations in regional or national pay rates. From time to time it may be necessary to take account of the external pay market in order to attract and retain employees with particular experience, skills and capacity. Where necessary, the Council will ensure the requirement for paying “market supplements” is objectively justified by reference to clear and transparent evidence of relevant market comparators, using appropriate data sources available from within and outside the local government sector.

### Local Government Pension Scheme

Subject to qualifying conditions, all employees have a right to join the Local Government Pension Scheme. In addition the Council operates pensions ‘Auto Enrolment’ as required by the Pensions Act 2008. The table below sets out the pension contribution bands which are effective from 1 April 2022.

Information is also published on the Staffordshire County Council Pensions home page <https://www.staffspf.org.uk>

<b>Band</b>	<b>Whole-time equivalent pay range</b>	<b>Employee contribution rate (%)</b>
1	Up to £15,000	5.5%
2	£15,001 to £23,600	5.8%
3	£23,601 - £38,300	6.5%
4	£38,301 - £48,500	6.8%
5	£48,501 - £67,900	8.5%
6	£67,901 - £96,200	9.9%
7	£96,201 - £113,400	10.5%
8	£113,401 - £170,100	11.4%
9	£170,101 or above	12.5%

The Employer contribution rates are set by Actuaries advising the Staffordshire Pension Fund and are reviewed on a regular basis in order to ensure the scheme is appropriately funded. The Employer contribution rate for 2022/23 will remain at 16.8%. (Note: the level of employer’s contribution is required to be published under S7 of the Accounts and Audit Regulations).

## Senior Management Remuneration

The Council has formal agreements in place to share services with other Councils, the major partner being Cannock Chase District Council. A number of senior managers employed by Stafford Borough Council including on an interim basis, the Chief Executive Officer, are responsible for the delivery of services to both Stafford Borough and Cannock Chase District Councils so the table below reflects this position as notated.

For the purposes of this statement, senior management means 'chief officers' as defined within S.43 of the Localism Act. The posts falling within the statutory definition are those officers who comprise the senior management team of the Council, report directly to the Chief Executive and whose salary exceeds £50k. The main national conditions of service, which apply to chief officers of the Council and which are incorporated into contracts of employment are those set out in either the Joint National Council for Chief Officers/Chief Executives.

The pay award effective from 1 April 2021 and that from 1 April 2022 have not been formally confirmed. Details of their annual salary and other remuneration (excluding on-costs) as at 1 April 2022 (based on pay award effective from 1 April 2020) are set out below:-

Post	Salary (£) (Note 7)	Lease Car or Cash Allowance (Note 8)
Joint Chief Executive (Note 1 and 1a)	134,798	n/a
Deputy Chief Executive / Head of Human Resources and Asset Management (Note 2 and 2a)	79,953	5792
Head of Development (Note 3)	77,422	n/a
Head of Law and Administration (Note 4)	70,708	n/a
Head of Operations (Note 5)	70,708	5792
Head of Technology (Note 6)	62,940	5792

Note 1	Single salary pay point inclusive of 'within Borough boundary' business mileage. Additional local annual payment of £6,436 in lieu of National and Local Election Returning Officer Fees.
Note 1a	On 17/5/21 Council agreed that from 1 June 2021 SBC Chief Executive would be Joint Chief Executive for SBC and CCDC on an interim basis. During this period, 50% of the salary costs of the Joint Chief Executive including a 15% consolidated payment is being met by Cannock Chase Council.
Note 2	From 1 August 2021, the Head of HR and Asset Management is acting as Deputy Chief Executive on an interim basis. Salary includes a 10% consolidated payment.
Note 2a	Responsible for provision of services to other local authorities. Client side officer for shared services.

Note 3	Maximum salary for grade. The post receives a local car user allowance of £3,350 pa. The job holder (on a personal basis) has temporarily reduced working hours from 37 to 34 per week, so actual salary paid is £71,144 per annum.
Note 4	Responsible for provision of services to another authority including appointment as Solicitor and Monitoring Officer under separate arrangements. The post receives a local car user allowance of £3,350 pa Salary reflects 4th point of grade
Note 5	Salary reflects 4th point of grade
Note 6	Responsible for provision of services to another local authority
Note 7	Salaries reflect position at 1/4/22 excluding on-costs. Pay award pending from 1 April 2021/22.
Note 8	The Council's Lease Car (or equivalent cash allowance) Scheme is closed to new applicants and subject to agreed personal protection arrangements

The total cost of senior management posts reflects the following structural decisions as set out below:-

- (a) Posts covered by notes 1, 2, 4 and 6 are shared with another Council under joint shared service and management arrangements.
- (b) The total cost of the Joint Chief Executive post is jointly shared on a basis of 50% paid by each Council.
- (c) Deletion of two vacant chief officer posts following the transfer of operational responsibility for delivering leisure and culture services to Freedom Leisure (1 December 2017) and subsequent internal restructure.

The pay structure of the senior management team is determined by reference to Hay Job Evaluation, benchmarking of comparable roles and responsibilities and recruitment and retention issues. The Council does not apply any personal bonuses or performance related pay to its chief officers.

### **Additions to Salary of Chief Officers**

In addition to basic salary, other elements of potential 'additional pay' which are taxable and do not solely constitute reimbursement of expenses incurred in the normal course of work are set out below:-

- (a) Lease Car/Cash Allowance - scheme closed. Protected allowances shown in above table. Discretionary locally agreed essential car user allowance of up to £3,350 pa payable as appropriate to assist with recruitment and retention
- (b) Where appropriate and subject to operational circumstances payment for untaken leave is permitted but not guaranteed. This discretionary provision applies to all employees. The purchase of additional leave is also permitted as appropriate

- (c) Recognition/Additional Payments (eg honoraria, acting-up payments, ex-gratia payments, salary plussages) - additional payments (as appropriate) are permissible in order to recognise additional duties and responsibilities which occur over and above normal contractual arrangements. The provision of such payment is available to all Council employees.

### **Recruitment of Chief Officers**

The Council's policy and procedures with regard to recruitment of chief officers is set out in Section 10, Part 3 of the Council's Constitution which can be found on the Council's website (<http://www.staffordbc.gov.uk/constitution>). When recruiting to any post the Council will take full and proper account of its own Recruitment, and where appropriate Redeployment Policies. This policy does not exclude the possibility of recruiting former Chief Officers either from this Council or any other provided that a valid business case exists to do so. However, such occurrences are unlikely to be approved without a break in continuity of service being affected. This policy does not prevent the Council from any future use of the flexibility within the Local Government Pension Scheme to agree "flexible retirement" where a suitable business case exists. The determination of the remuneration to be offered to any newly appointed chief officer will be in accordance with the pay structure and relevant policies in place at the time of recruitment and as agreed by Council.

Where the Council is unable to recruit to a post at the designated grade and/or salary, it will consider the use of temporary market forces supplements in accordance with its relevant policies, or review grades in light of market related information. Any decision as to the remuneration of chief officer posts is to be determined by Council.

Where the Council remains unable to recruit chief officers under a contract of employment, or there is a need for interim support to provide cover for a vacant substantive chief officer post, the Council will, where necessary, consider and utilise engaging individuals under 'contracts for service'. These will be sourced through a relevant procurement process ensuring the council is able to demonstrate the maximum value for money benefits from competition in securing the relevant service. The Council does not currently have any chief officers engaged under any such arrangements.

### **Payments on Termination (All employees)**

The Council's approach to statutory and discretionary payments on termination of employment of all employees including chief officers prior to reaching normal retirement age is set out in accordance with the Local Government Pension Scheme regulations. For Chief Officers, any other payments falling outside these provisions apart from contractual payments or other delegated matters shall be subject to a formal decision made by full Council or relevant elected members, or committee or panel of elected members with delegated authority to approve such payments.

## Publication

Upon approval by full Council, this statement will be published on the Council's Website and Intranet. In addition, for posts where the full time equivalent salary is at least £50,000, the Councils Annual Statement of Accounts includes a note setting out the total amount of:-

- salary, fees or allowances paid to or receivable by the person in the current and previous year;
- any bonuses so paid or receivable by the person in the current and previous year; (none payable not applicable at SBC)
- any sums payable by way of expenses allowance that are chargeable to UK income tax;
- any compensation for loss of employment and any other payments connected with termination of employment;
- any benefits received that do not fall within the above

## Pay Relationships

The relationship between the rate of pay for the lowest paid and chief officers is determined by the processes used for determining pay and grading structures as set out earlier in this policy statement. From time to time, the Council will employ Apprentices who are not included within the definition of 'lowest paid employees' as they are employed under the Government's national minimum wage legislation and pay is dependent on age.

The statutory guidance under the Localism Act recommends the use of pay multiples as a means of measuring the relationship between pay rates across the workforce and that of senior managers, as included within the Hutton 'Review of Fair Pay in the Public Sector' (2010). The Hutton report suggested that no public sector manager can earn more than **20** times the lowest paid person in the organisation. However, the report concluded that the relationship to median earnings was a more relevant measure and the Government's Code of Recommended Practice on Data Transparency recommends the publication of the ratio between highest paid salary and the median average salary of the whole of the authority's workforce.

Current salaries reflect the 2020 national pay award (w.e.f. 1 April 2020) and provides for a minimum spinal column point payable under the Council's formal grading structure of SCP 3 £18,562 (£9.62 per hour). In contrast, the Government's National Living Wage (NLW), the statutory minimum for workers aged 25 and over, will be £9.50 per hour from 1 April 2022.

The Council continues to use national minimum wage rates as appropriate for casual, temporary and apprentice roles dependent on age on appointment. Except for Apprentices/Casuals no current permanent FTE employee of the Council is paid less than £9.62 per hour, with a pay award pending.

The actual pay levels within the Council define the multiple between the lowest paid (full time equivalent) employee (SCP 3 £18,562 (£9.62 per hour)) and the Chief Executive (£134,798) (FTE base salary) **as 1: 7.26** (rounded down), and between



the lowest paid employee (SCP 3) and average chief officer (excluding Chief Executive post £72,345) **as 1: 3.89** (rounded down)

The multiple between the median full time equivalent earnings (£23,080) and the Chief Executive **is 1: 5.84** (rounded down) and; between the median full time equivalent earnings (£23,080) and average chief officer (£72,345), **is 1: 3.13** (rounded down).

### **Accountability and Decision Making**

In accordance with the Council's Constitution, Council, and /or Cabinet are responsible for decision making in relation to the recruitment, retention, pay, terms and conditions and severance arrangements in relation to employees of the Council. The Constitution sets out the various delegations to Heads of Service and other bodies within the Council.

**2020 Pay Award**

Grade	Scale Point	Annual	Hourly
C	3	18562	9.62
	4	18933	9.81
	5	19312	10.01
D	5	19312	10.01
	6	19698	10.21
	7	20092	10.41
E	7	20092	10.41
	8	20493	10.62
	9	20903	10.83
	11	21748	11.27
	12	22183	11.50
F	12	22183	11.50
	14	23080	11.96
	15	23541	12.20
	17	24491	12.69
	19	25481	13.21
G	19	25481	13.21
	20	25991	13.47
	22	27041	14.02
	23	27741	14.38
	24	28672	14.86
H	24	28672	14.86
	25	29577	15.33
	26	30451	15.78
	27	31346	16.25
	28	32234	16.71
I	28	32234	16.71
	29	32910	17.06
	30	33782	17.51
	31	34728	18.00
	32	35745	18.53
J	32	35745	18.53
	33	36922	19.14
	34	37890	19.64
	35	38890	20.16
	36	39880	20.67
K	36	39880	20.67
	37	40876	21.19
	38	41881	21.71
	39	42821	22.20
	40	43857	22.73
L	40	43857	22.73
	41	44863	23.25
	42	45859	23.77
	43	46845	24.28
M	43	46845	24.28
	44	48042	24.90
	45	49242	25.52
	46	50442	26.15

**Grading Structure w.e.f 1 April 2019**

<b>Grade</b>	<b>Spinal Column Points in Grade</b>							
<b>A</b>	1							
<b>B</b>	2	3						
<b>C</b>	3	4	5					
<b>D</b>	5	6	7					
<b>E</b>	7	8	9	10*	11	12		
<b>F</b>	12	13*	14	15	16*	17	18*	19
<b>G</b>	19	20	21*	22	23	24		
<b>H</b>	24	25	26	27	28			
<b>I</b>	28	29	30	31	32			
<b>J</b>	32	33	34	35	36			
<b>K</b>	36	37	38	39	40			
<b>L</b>	40	41	42	43				
<b>M</b>	43	44	45	46				

NB: SCP's shaded not to be used by local agreement w.e.f. 1 April 2019  
Pay Award pending w.e.f. 1 April 2021

**ITEM NO 11****ITEM NO 11**

<b>Report of:</b>	<b>Head of Law and Administration</b>
<b>Contact Officer:</b>	<b>Ian Curran</b>
<b>Telephone No:</b>	<b>01785 619 220</b>
<b>Ward Interest:</b>	<b>Nil</b>
<b>Report Track:</b>	<b>Council 22/02/2022 (Only)</b>

**COUNCIL****22 FEBRUARY 2022****Waiver of 6 Month Councillor Attendance Rule****1 Purpose of Report**

- 1.1 To prevent the disqualification of a member who will be unable to attend a meeting within a 6 month period due to ill-health.

**2 Recommendation**

- 2.1 That the requirements of section 85 of the Local Government Act 1972 be waived, in respect of Councillor Mark Green, until August 2022.

**3 Key Issues and Reasons for Recommendation**

- 3.1 Section 85, of the local Government Act 1972, automatically disqualifies a member from office if they fail to attend any meeting of the authority, within a consecutive 6 month period, unless the Council approves the reason for non-attendance.
- 3.2 Due to an ongoing health issue, Councillor Mark Green has been unable to attend any Council/Committee meetings since 25 March 2021. Councillor Green is now recovering well, but is not yet able to give a date on which he will be able to attend physical meetings again.
- 3.3 At its meeting on 14 September 2021, Council resolved to waive the requirements of section 85 so that Cllr Green would not be required to attend a meeting until February 2022. Unfortunately, Cllr Green is still not currently well enough to achieve this timescale.
- 3.4 If the Council does not approve Councillor Green's ill-health as an acceptable reason for not attending meetings, then his term of office will cease automatically on 1 March if he does not attend any meetings before that date.

<b>4 Relationship to Corporate Priorities</b>
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4.1 Leading and delivering for our community

<b>5 Report Detail</b>
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- 5.1 Section 85 of the Local Government Act 1972 states that, “if a member of a local authority fails throughout a period of six consecutive months from the date of his last attendance to attend any meeting of the authority, he shall, unless the failure was due to some reason approved by the authority before the expiry of that period, cease to be a member of the authority”.
- 5.2 Subsequent to his attendance at a committee meeting on 25 March 2021, Councillor Green has unfortunately been in ill-health, which has led to him being unable to attend any council meetings since.
- 5.3 Council resolved to waive section 85, in respect of Councillor Green, until February 2022, to allow him time to recover.
- 5.4 Councillor Green is still recovering from his illness and is keen to attend council meetings again as soon as he is able. However, he will not be in sufficient health to be able to physically attend any meetings by the end of February and does not yet have a date upon which he can make a physical return.
- 5.5 The ability of members to attend meetings remotely, ended on 7 May 2021. Since then, all councillors have to physically attend meetings to be recorded as an attendee.
- 5.6 The proposed waiver period to August 2022 would allow further time for Councillor Green to recover, and enable a further review to be undertaken by the date of the July Council meeting.
- 5.7 Should a waiver not be granted, the resulting vacancy would need to proceed to by-election.

<b>6 Implications</b>
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<b>6.1 Financial</b>	There would be a cost associated with any by-election held as a result of a members office becoming vacant.
<b>Legal</b>	As set out in the report
<b>Human Resources</b>	Nil
<b>Human Rights Act</b>	Nil
<b>Data Protection</b>	Nil
<b>Risk Management</b>	Nil

<b>6.2 Community Impact Assessment Recommendations</b>	Impact on Public Sector Equality Duty: Nil  Wider Community Impact: Nil
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<b>Previous Consideration – Nil</b>
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<b>Background Papers – Nil</b>
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