

NON-CONFIDENTIAL



Borough of Tamworth

8 July 2019

Dear Councillor

You are hereby summoned to attend a **meeting of the Council of this Borough** to be held on **TUESDAY, 16TH JULY, 2019** at 6.10 pm in the **TOWN HALL, MARKET STREET, TAMWORTH** for the transaction of the following business:-

AGENDA

NON CONFIDENTIAL

- 1 Apologies for Absence**
- 2 To receive the Minutes of the previous meeting (Pages 5 - 18)**
- 3 Declarations of Interest**

To receive any declarations of Members' interests (pecuniary and non-pecuniary) in any matters which are to be considered at this meeting.

When Members are declaring a pecuniary or non-pecuniary interest in respect of which they have dispensation, they should specify the nature of such interest. Members should leave the room if they have a pecuniary or non-pecuniary interest in respect of which they do not have a dispensation.

- 4 To receive any announcements from the Mayor, Leader, Members of the Cabinet or the Chief Executive**
- 5 Question Time:**
 - (i) To answer questions from members of the public pursuant to Procedure Rule No. 10.
 - (ii) To answer questions from members of the Council pursuant to Procedure Rule No. 11

- 6 Pay Policy Statement 2019** (Pages 19 - 36)
(Report of the Leader of the Council)
- 7 Appointment of a deputy electoral registration officer** (Pages 37 - 38)
(Report of the Chief Executive)
- 8 Confirmation of the appointment of the Monitoring Officer** (Pages 39 - 40)
(Report of the Chief Executive)
- 9 Outside Bodies List 2019/2020** (Pages 41 - 44)
(The updated Outside Bodies List for 2019/2020)

Yours faithfully



CHIEF EXECUTIVE

Access arrangements

If you have any particular access requirements when attending the meeting, please contact Democratic Services on 01827 709267 or e-mail democratic-services@tamworth.gov.uk. We can then endeavour to ensure that any particular requirements you may have are catered for.

Filming of Meetings

The public part of this meeting may be filmed and broadcast. Please refer to the Council's Protocol on Filming, Videoing, Photography and Audio Recording at Council meetings which can be found [here](#) for further information.

The Protocol requires that no members of the public are to be deliberately filmed. Where possible, an area in the meeting room will be set aside for videoing, this is normally from the front of the public gallery. This aims to allow filming to be carried out whilst minimising the risk of the public being accidentally filmed.

If a member of the public is particularly concerned about accidental filming, please consider the location of any cameras when selecting a seat.

FAQs

For further information about the Council's Committee arrangements please see the FAQ page [here](#)

Marmion House
Lichfield Street
Tamworth

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**MINUTES OF A MEETING OF THE
COUNCIL
HELD ON 21st MAY 2019**

PRESENT: Councillor R Kingstone (Chair), Councillors R Claymore, M Bailey, D Box, P Brindley, R Bilcliff, T Clements, D Cook, M Cook, C Cooke, S Doyle, A Farrell, J Faulkner, R Ford, M Greatorex, M J Greatorex, T Jay, K Norchi, M Oates, S People, Dr S People, R Pritchard, R Rogers, P Standen, M Summers and P Thurgood

The following officers were present: Andrew Barratt (Chief Executive), Anica Goodwin (Executive Director Organisation), Angela Wakefield (Solicitor to the Council) and Jodie Small (Legal, Democratic and Corporate Support Assistant)

Apologies received from: Councillor(s) J Chesworth, S Goodall, J Oates and B Price

1 MAYOR'S CADET

Jacob Waugh was inaugurated as the Mayor's Cadet for 2019/20

2 TO ELECT A MAYOR

Councillor R Kingstone was elected as Mayor

(Moved by Councillor P Thurgood and seconded by Councillor T Clements)

Mayor Kingstone proposed a vote of Thanks to Councillor P Thurgood' and Anne Thurgood outgoing Mayor and Mayoress for their work over the past year.

(Moved by Councillor D Cook and seconded by Councillor Dr S People)

3 TO ELECT A DEPUTY MAYOR

Councillor R Claymore was elected as Deputy Mayor

(Moved by Councillor R Kingstone and seconded by Councillor S People)

4 TO ELECT THE LEADER OF THE COUNCIL

Councillor D Cook was elected Leader of the Council

(Moved by Councillor R Ford and seconded by Councillor T Jay)

5 TO RECEIVE THE MINUTES OF THE PREVIOUS MEETINGS

The minutes of the meetings held on 12th March 2019 and 19th March 2019 were approved and signed as a correct record.

(Moved by Councillor Dr S Peuple and seconded by Councillor D Cook)

6 DECLARATIONS OF INTEREST

There were no Declarations of Interest.

7 TO RECEIVE ANY ANNOUNCEMENTS FROM THE MAYOR, LEADER, MEMBERS OF THE CABINET OR THE CHIEF EXECUTIVE

Mayor R Kingstone made the following announcement:-

“Thank you one and all for allowing me to be your mayor for the second time. And a big thank you to those members of the public who are present – we will have a little drink afterwards in the parlour. On a personal note I must admit that back in January I did not think I would be around today and if I were I would not be able to take on this honour you have bestowed upon me.

Over the last few months my return to near full health has only been possible due to the support of family and friends.

I must make special mention of Sam, Charlotte, William and the little fella, Martin. But of of course I cannot forget the huge debt I owe to the wife, Lisa who has agreed to take on the role of Mayoress again and continue to be the rock that I need to keep me on track.

Peter and Anne, you have been a wonderful gentle team who have gone out and represented our town with grace and dignity. You will be missed by many and have left a lasting legacy through the great work you have done with T4Tamworth.

Josh – as Mayor’s cadet you have served our town well. And you have been and indeed are a credit to the Sea cadets, your family and more importantly yourself. I hope you have enjoyed your year. What most of you may not know is that I have known Josh for several years and I have had the pleasure of teaching him at Rawlett. Young people are some of the most honest, rewarding and inspiring people to have the pleasure to work with and I am grateful everyday for my job as a teacher.

Jacob – you have a hard act to follow. But again I have had the pleasure of knowing you for many years as you too are a student at Rawlett. Knowing you as I do you are going to be brilliant and your mum and dad are rightly proud of you.

Rawlett is an amazing place to work. As a past Rawlett student and teacher at Rawlett I know this only too well. It always make be proud that our students go on to achieve so much. Just out of interest put your hand in the the air if you either go to, work at, have a relative at or are an ex-Rawlett pupil.

Ok. Let's get down to business. I can promise you tonight that despite the vote, I will be everyone's mayor regardless of who you are and what you think of me. I am here to serve you and to promote our fine town, it's people and it's businesses.

All 30 Tamworth councillors are good, decent people who have a common aim to ensure that Tamworth is the very best it can possible be for everyone. Councillors may disagree on how this should be achieved but not one of you here tonight is what we often hear from members of the public, that horrible phrase – self serving. It is such a shame that politicians at all levels have been tarred with the same brush.

Five years ago I stood here and I said that the main problem Tamworth suffers with was a lack of aspiration amongst our young people and troubled families. Today I still see that as our main problem.

I often talk about the time a few years back when, working with several councillors I dared to try to get education and aspiration through a scrutiny panel and because of an article that appeared in the Tamworth Herald about challenging our schools to do better I was called to task by the heads of our secondary schools. One of them dared to use the phrase "What do you expect? They come from Tamworth." Hard to believe isn't it? Yet this type of lack of faith in Tamworth and its people was and still is shown by many who are supposed to defend and nurture. Thankfully none of those head teachers are still in post and things are getting better.

So over the next 12 months I am going to try to help Tamworth and it's people be even better than they are today. Many of you know I am a Freemason. Freemasons have many aims. One of which is quite clear – to make good men better. With this in mind I am going to make it my objective to try to motivate the people of Tamworth to make themselves and their town better through the use of this chain and this gown.

To begin with I've come up with three core aims for everyone of us:

1. Be proud of yourself and your achievements
2. Be proud of your community and neighbours
3. Be proud of your town

So I've decided now is the time to bring back the Be Tamworth badges that I awarded last time. This is where individuals can nominate their fellow citizens who have made a positive impact on their community. This could be individuals who organise social events for lonely residents, people who check on the elderly, residents who cut neighbours grass when they cut theirs, community groups – the list is endless.

The idea being that once awarded with their lapel badge they can go out and spread the word about how great Tamworth is. People will look at the badge and ask about it. It will be a conversation starter to enable people to say how proud they are.

To tie in with being proud I will set about making sure that every school in the town is presented with a flag pole and two flags – the cross of St George and the Union Flag. For too long both of these flags have been associated with negativity and we need to encourage our young people to be proud of who they are and the county they live in without fear. The hard right need to know that they do not hold the monopoly on being proud and our flags . Each flag pole kit costs around £35 and I will be asking local businesses to come forward to sponsor a kit. This will have the additional benefit of twining businesses with schools – another link with raising aspiration and bringing people together.

There will be a “Not a Selfie” competition. Social media is a great tool for communicating but for many it presents a false image and a very self centred inward looking view. How tiring it is to trawl through facebook, twitter and instagram seeing people obsessed with themselves shouting at out look at me! We need to work to stop people being inward looking and to take time to look around at the wonderful things there are to see. It is really concerning to see so many people doing the Emperor penguin walk. So I am opening up the Mayoral Facebook page, twitter account and instagram account and want people to post their images of what they see in and around Tamworth. They can be of anything. Some of the wonderful buildings we have, people at play, people at work anything – the more imaginative the better. Use the hashtag NOTASELFIE, SEEWATISEE AND AMAZINGTAMWORTH. Every month I'll award a prize to the best ones.

Yet again I'll be hosting networking nights right here in the Town Hall. The idea is that as well as being able to thank many of the wonderful and diverse community, arts, heritage and many many other different types of groups for their contribution to life in Tamworth but they can, over a glass or two of wine and a bite to eat, get to know other groups and work together on joint projects.

Talking of this amazing building it is so under used and yet is incredibly important – so as much as I can I'll be throwing the doors open and anyone who wants can come by for a cup of tea and a slice of cake. We need to celebrate our buildings and our people and I hope to do just that. The first of the open days is this Saturday between 11am and 2pm with many more to follow.

Ladies and gentlemen we need to be proud of ourselves and our town.

People are often accused of not putting their money where their mouth is. So here tonight I have five envelopes. Each of which contains a letter and a £10 note. These will be heading off to five local primary schools in the post tomorrow morning. I am challenging five primary schools every month to take this £10 and to use it to make money. The money can be used for cake mixture for a cake sale. To organise an event, to buy raffle tickets – it can be used for anything. The money raised will then be donated to a community group local to that school. I'll be expecting my £10 back so I can pass it on to another school. But the surprise here is that the community group will not know about the fundraising. It must be

kept a secret. Once the funds have been raised then I will take a group of students from the school on a surprise visit to the group to present the money. People helping people and also encouraging our young people to care even more about their local community.

We have a brilliant town filled with amazing sights, sounds, history, business and most important of all remarkable people. Many just need to believe in themselves and how truly amazing they are. I see it as my role as your mayor to help Tamworth be brilliant. I hope you all here tonight and everyone in Tamworth will join me in this aim.”

Councillor D Cook made the following announcement:-

“The reason for my announcement is to put in to Councillors minds my intention through the correct channels to nominate David Gilbert for Freeman of the Borough I hope to get a seconder through the correct channels.

For those of you who might not know who David Gilbert is, he is a resident of Tamworth who ten years ago was sleeping on a friends sofa believing his career was over through a change of thinking and attitude he reached the semi finals of the World snooker Championship this year and he is now ranked top ten in the World.

If that’s not achievement I don’t know what is.

So It will be my intention over the next few weeks to officially put that through the correct channels Mr Mayor. Thank you”

8 QUESTION TIME:

QUESTIONS FROM MEMBERS OF THE COUNCIL NO. 1

Under Procedure Rule No 11, Councillor P Standen will ask the Portfolio Holder for Culture and Operational Services, Councillor John Chesworth, the following question:-

“In last December’s Council I asked the portfolio Holder for Culture and Operational Services a question regarding what plans the Council had to clean and maintain the Kettle Brook within Wilnecote. In response to this question the Cabinet Member kindly supplied me with a copy of the 2012 survey he mentioned in his verbal reply. However on reviewing the survey I was surprised to find that it did not cover the section of the Kettle brook within Wilnecote, and as yet I have yet to receive the promised feedback to my question specifically regarding the Wilnecote section of the Kettle brook. Can the Cabinet member please provide an answer to the question - What plans are being made to clean and maintain the Kettle Brook within Wilnecote?”

Councillor D Cook gave the following reply in place of Councillor J Chesworth:-

“Thank you Mr Mayor. In the absence of Councillor Chesworth, who is with her Majesty today at the Palace, he has asked me to assure Councillor Standen that he is happy to discuss the matter with him to reach a satisfactory conclusion for local residents”

QUESTIONS FROM MEMBERS OF THE COUNCIL NO. 2

Under Procedure Rule No 11, Councillor Dr. Simon Peuple will ask the Leader of the Council, Councillor D Cook, the following question:-

“What progress has been made in identifying the beneficial interest of the former Youth Club / Trust in the ownership of the site currently occupied by the old court buildings and Tamworth Community Radio?”

Councillor D Cook gave the following reply:-

“Thank you Mr Mayor.

In answer to the question – No progress at present, but this is not to say we are ignoring it. The work being undertaken presently is understanding what a masterplan for the site may look like and using the data obtained during the work our consultants have been doing to understand what the site will support in terms of need and use.

Specific detail around lease interests will occur more in the marketing/delivery phase”

QUESTIONS FROM MEMBERS OF THE COUNCIL NO. 3

Under Procedure Rule No 11, Councillor Dr. Simon Peuple will ask the Leader of the Council, Councillor D Cook, the following question:

“What approaches have been made to Staffordshire LEP regarding future relations with them?”

Councillor D Cook gave the following reply:-

“Thank you again Mr Mayor.

Councillor Peuple is of course aware that we are full members of the Staffordshire LEP, and while we have always looked towards Birmingham with our functioning economic geography, we maintain good relationships with the SSLEP.

It is worth recalling that while our focus is the GBSLEP, Tamworth as a place is in the SSLEP due to the County Council's membership of the SSLEP. Thus as a town Tamworth is in the SSLEP whether this Council is or not. Thus, I agreed to join the SSLEP in 2013.

We have also recently been asked to submit more detailed business case/expression of interest for one of our projects (town walls) for further consideration by the SSLEP board

Further at last week's Chief Executives meeting there was a presentation to update how the Staffordshire Local Industrial Strategy work will be conducted, which is due to be presented to Government early next year – we will be a consultee as will every other Staffordshire authority.

I have also had conversations with the Deputy Leader of the County Council around future involvement in Staffordshire wide economics.

While this Council is still firmly orientated to the GBS LEP, we certainly are taking advantage of every opportunity we are able to when it comes to additional funding.

The government review of LEP's in regards the West Midlands has been delayed after Tamworth's MP Chris Pincher went to bat for us with the minister and obtained more time for us to continue to make our case and think through governance options around cross LEP boundaries."

9 APPOINTMENT OF CABINET AND ALLOCATION OF RESPONSIBILITIES

The Membership of Cabinet for 2019/20 was received and circulated as below;

Leader of the Council Cllr Daniel Cook	Assets and Finance Cllr Rob Pritchard (Deputy leader)	Heritage and Growth Cllr Jeremy Oates
Portfolio	Portfolio	Portfolio
Business Continuity	Asset / Facilities Management	WMCA Member
Member Development	Commercial Property Portfolio	Local Enterprise Partnerships (LEP's)
Corporate Assessments	DFG's	Economic & Business Development
Budgetary Planning	GF Repairs	Education / Educational Attainment
Commercial Investment Strategy (CIS)	Property Management Investment	Career Skills and Training
Organisational Capacity/ Development	Town Centre Car Parks	Town Centre Regeneration
PR / Comms / Corporate Consultation	Finance	Town Centre Master-planning
Marketing	Procurement	Tourism / Destination Tamworth
Customer Insight	Revenues & Benefits	Heritage Conservation
Corporate Risk Management	Treasury Management	Heritage Promotion
Emergency Planning	Town Centre Markets	T.I.C. - Tourism
TSP (Tamworth Statagic Partnership)	Payroll	
Partnership Development	Audit & Governance	
Performance	Constitution	
	Democratic Services	
	Land Charges	
	T.I.C. - Operations	
Regulatory and Community Safety Cllr Stephen Doyle	Culture and Operational Services Cllr John Chesworth	Housing Services and Communities Cllr Michelle Cook
Portfolio	Portfolio	Portfolio
Local Plan Development	Waste Management	HRA Business Planning
Development Control (Planning)	Joint Waste Board with LDC.	HRA Neighbourhood Renewal
Building Control (Planning)	Street Scene / Tamworth in Bloom	Unified Community Offer
Environmental Health (Licencing)	Cemeteries	Community Development
Licensing Policy	Arts / Culture	Landlord Services
Corporate ASB Strategy	Outdoor Events	HRA Repairs
Street Wardens	Community Leisure / Sport	Tenant Participation
Health & Safety	Nature Reserves	Housing Solutions
Enforcement	Parks and Play	Homelessness
Community Safety	I.C.T. Customer Services	HRA Caretaking & Cleaning
Safeguarding	Information Management	Private Sector Housing
Civil Parking Enforcement	Public Toilet Provision	Strategic Housing
Local Health Engagement	CCTV	Voluntary Sector
PCC Engagement		

10 APPOINTMENT OF COMMITTEES

Membership of Committees for 2019/20 was agreed as follows:

Cabinet

Councillors

D Cook Leader of the Council

R Pritchard Portfolio Holder for Assets and Finance and Deputy Leader of the Council

M Cook Portfolio Holder for Housing Services and Communities

S Doyle Portfolio Holder for Regulatory and Community Safety

J Oates Portfolio Holder for Heritage and Growth.

J Chesworth Portfolio Holder for Culture and Operational Services

Appointments and Staffing Committee

Councillors

D Cook

R Pritchard

M Cook

S Doyle

Dr S Peaple

Audit and Governance Committee

Councillors

M Bailey

M Greatorex

M Oates

M Summers

P Thurgood

J Faulkner

C Cooke

Planning Committee

Councillors

J Chesworth

J Oates

M Bailey

R Ford

S Goodall

M J Greatorex

M Greatorex

P Thurgood
T Jay
M Oates
S People
P Standen
C Cooke

Licensing Committee

Councillors

P Brindley
R Claymore
T Clements

MJ Greatorex
M Greatorex
T Jay
R Kingstone
B Price
R Rogers
M Summers
K Norchi
S People
R Bilcliff

Nominations Committee

Councillors

T Clements
A Farrell
R Kingstone
B Price
R Rogers
K Norchi
C Cooke

Infrastructure, Safety and Growth Scrutiny Committee

Councillors

M Bailey
P Brindley
T Clements
A Farrell
S Goodall
M Greatorex
P Thurgood
Dr S People
R Bilcliff

Corporate Scrutiny Committee

Councillors

R Claymore
R Ford
S Goodall
T Jay
B Price
M Summers
Dr S Peaple
P Standen
R Bilcliff

Health and Wellbeing Scrutiny Committee

Councillors

P Brindley
R Claymore
R Ford
MJ Greatorex
M Oates
R Rogers
J Faulkner
K Norchi
D Box

Chief Officer Conduct Committee

Councillors

R Ford
T Jay
M Oates
M Summers
S Peaple

Statutory Officer Conduct Committee

Councillors

A Farrell
S Goodall
R Kingstone
J Faulkner
D Box

In addition Councillor D Cook advised Council of the 3 Champions

Councillor B Price as Town Centre Champion
Councillor T Clements to continue as Dementia Champion
Councillor P Brindley as Heritage Champion

11 APPOINTMENT OF COMMITTEE CHAIRS

Appointments and Staffing Committee

Councillor D Cook was nominated by Councillor R Pritchard and seconded by Councillor S Doyle

Councillor D Cook was appointed Chair of Appointments and Staffing

Audit and Governance Committee

Councillor M Summers was nominated by Councillor M Oates and seconded by Councillor P Thurgood

Councillor M Summers was appointed Chair of Audit and Governance.

Licensing Committee

Councillor B Price was nominated by Councillor M Oates and seconded by Councillor P Brindley

Councillor B Price was appointed Chair of Licensing.

Planning Committee

Councillor P Thurgood was nominated by Councillor R Ford and seconded by Councillor S Doyle

Councillor P Thurgood was appointed Chair of Planning

Corporate Scrutiny Committee

Councillor T Jay was nominated by Councillor T Clements and seconded by Councillor M Summers.

Councillor T Jay was appointed Chair of Corporate Scrutiny.

Health and Wellbeing Scrutiny Committee

Councillor R Ford was nominated by Councillor M Oates and seconded by Councillor A Farrell.

Councillor R Ford was appointed Chair of Health and Wellbeing

Infrastructure, Safety and Growth Scrutiny Committee

Councillor S Goodall was nominated by Councillor M Greatorex and seconded by Councillor T Jay

Councillor S Goodall was appointed Chair of Infrastructure, Safety and Growth

Nominations Committee

Councillor T Clements was nominated by Councillor D Cook and seconded by Councillor M Cook

Councillor T Clements was appointed Chair of Nominations.

12 THE LOCAL AUTHORITIES (EXECUTIVE ARRANGEMENTS) (MEETINGS AND ACCESS TO INFORMATION) REGULATIONS 2012

The Leader of the Council informed Members that The Local Authorities (Executive Arrangements) (Meetings and Access to Information) Regulations 2012 specifies and requires inter alia under Regulation 19 that the Executive Leader must submit a report on a regular basis to Council containing details of particulars of each urgent Executive decision and a summary of the matters in respect of which the decision was made.

RESOLVED: That Members
Endorsed the Annual Executive Arrangements Report

(Moved by Councillor D Cook and seconded by Councillor Dr S People)

13 REVIEW OF THE CONSTITUTION & SCHEME OF DELEGATION

The Portfolio Holder for Assets and Finance & Monitoring Officer ensures lawfulness and operational functionality of the Governance process of the Council, as required by the endorsement and approval of the Constitution and Scheme of Delegation as required by Local Government legislation

RESOLVED That Council

Approved and adopted the Constitution and Scheme of Delegation as presented in Appendix 1.

(Moved by Councillor R Pritchard and seconded by Councillor P Standen)

14 REGULATION OF MEMBERS CONDUCT

The Chief Executive advised Members on the number of complaints received for the period 01 May 2018 until 30 April 2019 in relation to alleged breaches of the Code of Conduct arising from implementation of Part 1 Chapter 7 of the Localism Act 2011 which introduced provisions to assist with the regulation of standards of conduct for elected and co-opted Councillors

RESOLVED: That Members
Endorsed the findings of the contents of the report.

*(Moved by Councillor D Cook and seconded by
Councillor R Pritchard)*

15 CALENDAR OF MEETINGS - 2019 / 2020

The Calendar of Meetings for 2019/20 was received and circulated at the meeting

RESOLVED: That Members
Accepted the Calendar of Meetings for 2019/20 with the agreement to move the Joint Health and Wellbeing & IS&G Committee Meeting on the 11th June 2019.

(Moved by Councillor D Cook and seconded by Councillor R Pritchard)

The Mayor

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COUNCIL

TUESDAY 16th JULY 2019

REPORT OF THE LEADER OF THE COUNCIL

PAY POLICY STATEMENT 2019

EXEMPT

Not Applicable

PURPOSE

This report details Tamworth Borough Council's Pay Policy Statement so that statutory guidance as set out in S38 of the Localism Act is adhered to.

RECOMMENDATIONS

That the Pay Policy Statement 2019 is formally approved by Full Council for adoption and publication in line with the Localism Act 2011.

EXECUTIVE SUMMARY

Under section 112 of the Local Government Act 1972, the Council has the "power to appoint officers on such reasonable terms and conditions as authority thinks fit". The Pay Policy Statement (Appendix1) sets out the Council's approach to pay in accordance with the requirements of Section 38 of the Localism Act 2011.

The purpose of the statement is to provide transparency with regard to the Council's approach to setting the pay of its employees by identifying;

- the methods by which salaries of all TBC employees are determined;
- the detail and level of remuneration of TBC's most senior staff i.e. 'Chief Officers', as defined by the relevant legislation;
- the Committees responsible for ensuring the provisions set out in this statement are applied consistently throughout the Council and recommending any amendments to Full Council.

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

Under The Equality Act 2010 (General Pay Gap Information Regulations 2017) legislation, the council is required to publish its Gender Pay Gap on an annual basis. In 2018 Gender Pay Gap Report was presented for the snapshot date 31st March 2017 as a stand-alone report, however, it is now included in the full pay policy. The Gender Pay Gap information presented within this report is for a snap shot date of 31st March 2018 and as such the figures presented are historical and don't reflect the current organisational picture.

Initial findings for the snapshot date of 31st March 2019 indicate that progress has been made in reducing our gender pay gap. This will be formally reported and published by 30th March 2020 as dictated by legislation. The difference in the mean hourly rate between male and females reduced from 12.6% in 2018 to 11.03% in 2019. More females are now in posts within the upper pay quartile, increasing from 50% in 2018 to 51.69% in 2019. In the lower pay quartile, the figure has become more balanced and representative of the workforce with females occupying 65% of roles, which has reduced significantly from 81.16% in the previous year.

OPTIONS CONSIDERED

Not Applicable

RESOURCE IMPLICATIONS

There are no resource implications associated with this report. All pay is accounted for with the approved Council Budget; current salaries are budgeted at £11.36 million for 2019/ 20.

LEGAL/RISK IMPLICATIONS BACKGROUND

Section 38 of the Localism Act must be complied with, therefore, so as to minimise risk this report must be approved by full Council.

SUSTAINABILITY IMPLICATIONS

None

BACKGROUND INFORMATION

The Council has published a pay policy on an annual basis, in line with legislation, since 2012. The first Gender Pay Gap report was published in 2018 to meet new legislative requirements.

REPORT AUTHOR

Anica Goodwin, Head of Paid Service ext 225 and Zoe Wolicki, Assistant Director People ext 223

LIST OF BACKGROUND PAPERS

Pay Policy 2018

APPENDICES

Appendix 1 Pay Policy Statement 2019

Appendix 2 Gender Pay Gap Report 2018

PAY POLICY STATEMENT 2019

Document Status: DRAFT

Document Ref: HRPP2019

Originator: Zoe Wolicki

Owner: Anica Goodwin

Version: 01.01.09

Date: May 2019

For Approval by Full Council

Classification: SEC1 - Routine

Document Location

This document is held by Tamworth Borough Council, and the document owner is Anica Goodwin. Printed documents may be obsolete; an electronic copy will be available on Tamworth Borough Councils Intranet. Please check for current version before using.

Revision History

Revision Date	Version Control	Summary of changes
17.01.13	2013	Update figures and spinal column points
09.01.14	2014	Reviewed & updated with 2013 pay settlement
10.02.15	2015	Updated following 2015 settlement
04.03.15	2015	Finalised figures based on recommendations of Leader & Appointments & Staffing Committee 26.2.15
17.02.16	2016	Reviewed & Updated
16.02.17	2017	Reviewed and updated
20.03.17	2017 final	Finalised for Full Council Approval
13.04.18	2018	New format, reviewed information and updated with 2018 pay settlement Addition of gender pay information
04.04.19	2019	Reviewed information and updated with 2019 new grade structure and gender pay information

Key Signatories**Approvals Creation and Major Change**

Name	Title	Approved
Appointments & Staffing	Head of Paid Service	
Full Council	Leader of the Council	

Approval Path**Major Change**

Anica Goodwin
Andrew Barratt
Trade Union Liaison Group
Appointments & Staffing
CMT / Cabinet
Full Council

Action

Submission
Sponsor
Consultative Group
Approval
Corporate Approval
Council Approval

Document Review Plans

This document is subject to a scheduled annual review. Updates shall be made in accordance with business requirements and changes and will be with agreement with the document owner.

Distribution

The document will be available on the Intranet and published on our internet site.

Security Classification

This document is classified as SEC 1 Routine with access restricted to Tamworth Borough Council Staff and business partners.

1. Purpose and Scope of the Policy Statement

- 1.1 Section 38 (1) of the Localism Act 2011 requires the Council to prepare an Annual Pay Policy Statement.
- 1.2 The purpose of this statement is to provide transparency with regard to the Council's approach to setting the pay of its employees by identifying:
- The detail and level of salary for each of the Chief Officers as defined by relevant legislation
 - The salary of the lowest paid employee
 - The relationship between the salaries of Chief Officers and other employees
 - The methods by which salaries and grades of employees are determined
 - The committee responsible for ensuring the provisions set out in this statement are applied consistently throughout the council and recommending any amendments to full council
- 1.3 In determining the pay of all of its employees, the Council will comply with all relevant employment legislation. This includes the:
- Equality Act 2010 (incorporating the Gender Pay Gap Regulations 2017)
 - Part Time Employment (Prevention of Less Favourable Treatment) Regulations 2000,
 - Agency Workers Regulations 2010 and
 - Transfer of Undertakings (Protection of Earnings) Regulations 2006
 - National Minimum Wage (Amendment) Regulations 2018
- 1.4 This Pay Policy Statement applies to the Council's Chief Officers. It addresses the legal requirement to set out how pay is determined for this group. This includes the following posts within Tamworth Borough Council:
- Chief Executive
 - Executive Directors
 - Assistant Directors
- 1.5 This Pay Policy Statement is a supplement to Tamworth Borough Council's overarching pay and associated policies which form part of the terms and conditions of employees. These include but are *not limited to*:
- Tamworth Borough Council Pay Policy
 - Job Evaluation Scheme
 - NJC Terms and Conditions of Employment (Green Book)
 - JNC Terms and Conditions for Chief Executives
 - JNC Terms and Conditions for Chief Officers (Executive Directors & Assistant Directors within Tamworth Borough Council are appointed to these Terms and Conditions).
 - Honorarium Policy
 - Travel, Subsistence & Expenses Policy
 - Market Supplement Policy
 - Flexible retirement Policy
 - Additional Payments Policy
 - Other Payments Policy
 - Augmented Payments Policy
 - Employer Pension Discretion Policy

- 1.6 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.

2. Arrangements for Officer Pay

- 2.1 The general terms and conditions of employment are governed by the following national agreements:
 - Chief Executive, Executive Directors and Assistant Directors - JNC for Chief Officers of Local Authorities,
 - All other Employee Groups - NJC for Local Government Services
- 2.2 The Council uses two forms of Job Evaluation to identify officer pay. This is either through the Council's Gauge Job Evaluation Scheme or the Hay Evaluation Scheme. The Hay Job Evaluation scheme is used to evaluate the following roles within the Council.
 - Chief Executive
 - Executive Directors and Assistant Directors
 - Heads of Service are evaluated under Gauge and Hay (this is due to the cross over point of the two schemes).All other posts within the Council are evaluated under the Gauge evaluation scheme in accordance with the agreed policies.
- 2.3 Based on the application of the relevant Job Evaluation process; the Council uses the nationally negotiated pay spine as the basis for its local grading structure. 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 within this. In April 2018 Unions agreed a two year pay award with Local Government Employers at a national level for those staff covered by the National Joint Council which will last for the duration of this policy period. In order to meet the requirements of the two year agreement it was necessary to review the Council's grade structure to protect the integrity of the Council's job evaluation scheme in the context of proposed increases to the National Living Wage (NLW) and the subsequent impact on other grades.
- 2.4 A thorough review of the council's grade structure for employees subject to NJC conditions was approved in March 2019. **Appendix 1** details the Council's pay scales for 1st April 2018 to 31st March 2019 alongside those for 1st April 2019 to 31st March 2020 to demonstrate the changes made to the grading structure.
- 2.5 In determining its 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 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.
- 2.6 The Executive Director Organisation (Head of Paid Service) under the general scheme of delegation within the Council will determine the terms and conditions of employment of all officers.
- 2.7 The Council also recognises that it may need to make additional payments to individuals taking on temporary assignments and responsibilities under the scope of the Council's Review of Grade/ Honorarium Policy. Where the level of remuneration cannot be determined using the job

evaluation framework, this may be a discretionary payment of either one or two spinal column points (SCP). The Council retains the right to make payments not set within the pay scale, where these can be objectively justified.

- 2.8 All other pay related allowances are the subject of either nationally or locally negotiated rates, having been determined from time to time in accordance with collective bargaining machinery and/or as determined by Council Policy. The Additional Payments Policy and Other Payments Policy specify such payments that may be made.
- 2.9 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 the Council retains the right within the Pay Policy to justify such a payment where necessary. The Council will ensure the requirement for such a payment (taking into account whole package comparisons) 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 in line with the Council's Market Supplement Policy. The Council has no officers in receipt of such payment.
- 2.10 Additional payments are made to any Council Officers who act as Returning Officers and carry out duties at elections. These payments are calculated according to the approved scale or set by a government department depending on the nature of the election. For the year commencing 1st April 2019 the annual payment will be £2758.52, in addition 70% of this amount is paid to the Deputy Returning Officer.
- 2.11 New appointments will normally be made at the lowest point of the relevant grade, although this can be varied where necessary to secure the best candidate with approval from the Head of Paid Service and will be subject to an equality impact assessment. Employees who transfer within the organisation to a job of the same grade will transfer on their current SCP.
- 2.12 Tamworth Borough Council employees enjoy the benefit of a company paid healthcare cash plan at a cost of £10.95 per month per employee.
- 2.13 In exceptional circumstances the Council may make a payment to an individual under a Settlement Agreement. Such agreements protect the Council where there is a risk of compensation and/or damages claim, which could have high financial impact and/or damage the Council's reputation. Payments for all officers would be authorised by the Head of Paid Service. In the event a Settlement Agreement involving the Chief Executive or Head of Paid Service, the decision would be made by Full Council.

3. Chief Officer Remuneration

- 3.1 For the purposes of this statement, senior management means Chief Officers as defined within S43 of the Localism Act. The posts falling within the statutory definition are set out below, with details of their basic salary and allowances as at 1st April 2019. In July 2018 a two year pay award for JNC Chief Officers was made at 2% of individual basic salaries for the years commencing 1st April 2018 and 1st April 2019.

Job Type / Allowance	Scale Point	Salary	Car Allowance
Chief Executive Returning Officer Fee	Chief Exec	£114240.00 £2758.56	£963.00
Executive Director, Head of Paid Service and Deputy Chief Executive	EX1	£93840.00	£963.00
Executive Director Responsibility Allowance (S151)	EX2	£88740.00 £0.00	£1239.00
Executive Director	EX2	£88740.00	£1239.00
Assistant Director	AD4	£66300.00	£963.00
Assistant Director	AD3	£64260.00	£963.00
Assistant Director	AD2	£62730.00	£963.00
Assistant Director	AD2	£62730.00	£963.00
Assistant Director	AD2	£62730.00	£1239.00
Assistant Director	AD2	£62730.00	£1239.00
Assistant Director	AD2	£62730.00	£1239.00

4. Additions to Salary of Chief Officers

- 4.1 In the event that a Chief Officer vacancy is covered by the distribution of duties to other Chief Officers augmented payments will be made.
- 4.2 The salary details given in **3.1** also provides details of additional payments made to chief officer salaries including:
- Essential Car User Allowances as determined by the Council’s Travel, Subsistence & Expenses Policy and reviewed and updated in line with NJC rates.
 - Returning Officer/Registration of Electors duties are determined by Electoral Registration Officer Section 8 Representation of the People Act 1983 and Returning Officer Section 35 Representation of the People Act 1983. They are based on the size of the electorate multiplied by a figure set by County Council on an annual basis.
- 4.3 The Council has introduced performance related incremental rises for the 7 Assistant Directors, who were appointed in June 2018.
- 4.4 The council does not apply any bonuses to its Chief Officers.

5. Relationship between the Remuneration of Chief Officers and others

- 5.1 In comparing the Chief Executive pay with the wider workforce the Council will use the following definitions:
- The lowest-paid employee: the employee or group of employees with the lowest salary (full-time equivalent) employed by the Council at the date of assessment.
 - The median: the mid -point salary when full-time equivalent salaries are arranged in order of size (highest to lowest). Based on salary levels of staff on the date of assessment.
 - This excludes those employed on casual contracts of employment, but includes part time employees where their salaries are normalised to the full-time equivalent. It also excludes Apprentices who are employed on the Tamworth Borough Council apprentice pay grade, which mirrors age related national minimum wage.

Statutory guidance recommends that the most appropriate metric for measuring the relationship between pay rates as a multiple of Chief Executive pay to median salary. Tracking this multiple will allow the Council to ensure that public services are accountable for the relationship between top pay and that paid to the wider workforce.

	Annual Salary	Ratio to Highest
Highest Salary	114,240	
Median (Mid-point) value	23,836	1:4.8
Lowest full time salary	17,364	1:6.6

6. Lowest Paid Employee

6.1 The lowest paid persons employed under a contract of employment with the Council are employed on full time 37 hours equivalent salaries in accordance with the minimum spinal column point currently in use within the Council's grading structure. As at 1st April 2019, the lowest spinal column point is spinal column point 1 (£17,364).

The Council employs Apprentices who are not included within the definition of 'lowest paid employees' as they are paid the age related National Minimum Wage. From 1st April 2019 the National Minimum Wage rates paid are:

25 and over	21 to 24	18 to 20	Under 18	Apprentice
£8.21	£7.70	£6.15	£4.35	£3.90

7. Recruitment of Chief Officers

7.1 The Council's policy and procedures with regard to recruitment of Chief Officers is set out within the Officer Employment Procedure Rules as detailed in Part 4 / Schedule 8 of the Constitution. When recruiting to all posts the Council will take full and proper account of its own Equality and Diversity, Recruitment and Selection, Employment Stability and Re-engagement Policies. The determination of the remuneration to be offered to any newly appointed Chief Officer will be in accordance with the pay structure.

7.2 Where the Council remains unable to recruit Chief Officers under a contract of service, 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 utilize engaging individuals under 'contracts for service' (subject to the relevant tests for compliance with IR35 Intermediaries Regulations). These will be sourced through a relevant procurement process ensuring the council is able to demonstrate the maximum value for money in securing the relevant service. The Council does not currently have any Chief Officers engaged under such arrangements.

8. Payments on Termination - Chief Officers

8.1 The Council's approach to statutory and discretionary payments on termination of employment of chief officers, prior to reaching normal retirement age, is set out within its policy statement in accordance with Regulations 5 and 6 of the Local Government (Early Termination of Employment) (Discretionary Compensation) Regulations 2006. We have chosen not to adopt Regulations 12 and 13 of the Local Government Pension Scheme (Benefits, Membership and Contribution) Regulations 2007.

8.2 Any other payments falling outside the provisions (such as Settlement Agreements) or the relevant periods of contractual notice shall be subject to a formal decision made by the Chief Executive and Head of Paid Service with delegated authority to approve such payments.

9. Gender Pay Gap Reporting

9.1 The Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017 require Tamworth Borough Council to calculate and publish the pay gap between male and female employees each year. The data is based on the pay situation as at 31st March 2018 and is published on the Tamworth Borough Council's and the Government's website. The Pay Gap Report is included as part of this policy and is attached at **Appendix 2**.

10. Accountability and Decision Making

10.1 In accordance with the Constitution of the Council, the Appointments and Staffing Committee are responsible for decision making in relation to employment policies including recruitment, pay, terms and conditions and severance arrangements in relation to employees of the Council. Where appropriate implementation of these policies may be delegated to the Chief Executive and Head of Paid Service the scheme of delegation.

11. Publication

11.1 Once approved by Full Council, this policy statement and any subsequent amendment will be published on the Council's website. Human Resources will be responsible for the annual review to ensure an accurate pay policy is published each financial year and that the Council remains compliant with legislation.

11.2 In accordance with the Code of Practice on Local Authority Accounting, the annual Statement of Accounts must include pay details of Senior Officers (as defined by the Accounts and Audit (England) Regulations 2011) where the salary is above £50,000 per annum. The following aspects must be included:

- Salary, fees or allowances paid to or receivable by the person in the current and previous year;
- Any sums payable by way of expenses allowance that are chargeable to UK income tax;
- Any compensation for loss of employment and any other payments connected with termination;
- Any benefits received that do not fall within the above – including contribution to the person's pension

The Council complies with this requirement and publishes the data on the Tamworth Borough Council website.

Grade Structure until 31/03/2019			Grade Structure from 01/04/2019			
Grade	Spinal Column Point	Current Annual Salary	Grade	Spinal Column Point	Proposed Annual Salary	% Increase
1	6	16394	A	1	17364	5.92
2	7	16495	B	1	17364	5.27
	8	16626		2	17711	6.53
	9	16755		2	17711	5.71
	10	16863		3	18065	7.13
	11	17007		3	18065	6.22
3	12	17173	C	4	18426	7.3
	13	17391		4	18426	5.95
	14	17681		5	18795	6.3
	15	17972		5	18795	4.58
	16	18319		6	19171	4.65
	17	18672		6	19171	2.67
4	18	18870	D	7	19554	3.62
	19	19446		8	19945	2.57
	20	19819		9	20344	2.65
				10	20751	New scp
	21	20541		11	21166	3.04
	21074		12	21589	2.44	
5	23	21693		13	22021	Delete
	24	22401		14	22462	Delete
				15	22911	Delete
	25	23111		16	23369	Delete
	26	23866	E	17	23836	3.14
	27	24657		18	24313	New scp
				19	24799	3.91
	28	25463		20	25295	2.59
6	29	26470		21	25801	New scp
	30	27358		22	26317	3.35
	31	28221	F	23	26999	2.00
	32	29055		24	27905	2.00
	33	29909		25	28785	2.00
	34	30756		26	29636	2.00
				27	30507	2.00
7	35	31401		28	31371	2.00
	36	32233	G	29	32029	2.00
	37	33136		30	32878	2.00
	38	34106		31	33799	2.00
		32		34788	2.00	
8	39	35229	H	33	35934	2.00
	40	36153		34	36876	2.00
	41	37107		35	37849	2.00
	42	38052		36	38813	2.00
				37	39782	Delete
9	45	40858		38	40760	Delete
	46	41846	I	39	41675	2.00
	47	42806		40	42683	2.00
	48	43757		41	43662	2.00
	49	44697		42	44632	2.00
10	50	45814		J	43	45591
	51	46976	44		46731	2.00
	52	48133	45		47916	2.00
			46	49096	2.00	

Gender Pay Gap Report 2018

Page 31

Purpose

To brief CMT on Tamworth Borough Councils position with respect to the Gender Pay Gap on the snapshot date of 31 March 2018.

Recommendations
 1. To approve the 2018 Gender Pay Gap figures for publication by 30 March 2019 to meet mandatory government requirements

Background

In March 2018 Tamworth Borough Council published its first Gender Pay Gap report to meet government requirements that employers with 250 or more employees must publish information each year to show the difference in average pay between male and female employees.

This second report details the data for Tamworth Borough Council as at the “snapshot” date of 31 March 2018.

The gender pay gap report must set out Tamworth Borough Council’s results in relation to 6 calculations:

Mean Gender Pay Gap	Median Gender Pay Gap	Mean Bonus Gap	Median Bonus Gap	Bonus proportions	Pay Quartile
The difference between the mean hourly rate of pay of male full pay relevant employees and that of female full pay relevant employees.	The difference between the median hourly rate of pay of male full pay relevant employees and that of female full pay relevant employees.	The difference between the mean bonus pay paid to male relevant employees and that paid to female full pay relevant employees.	The difference between the median bonus pay paid to male relevant employees and that paid to female relevant employees.	The proportions of male and female relevant employees who were paid a bonus during the relevant period.	The proportions of male and female full pay relevant employees in the lower, lower middle, upper middle and upper quartile pay bands.

The Council must publish its result both on its own website and the government gender pay gap service website. The data analysed relates to all employees of Tamworth Borough Council employed in temporary or permanent contracts on the reporting snapshot date (known as relevant employees). It includes those under an apprenticeship or contract to provide a service which falls under the IR35 regulations. Pay is based on ordinary pay which includes basic pay (hourly rate), contractual enhancements (such as stand by or essential car user) and sick pay. Pay excludes expenses, overtime pay, pay in lieu of leave, benefits in kind and redundancy pay.

How does Tamworth Borough Council’s gender pay gap compare to last year?

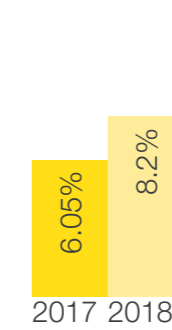
The mean hourly pay gap



Average pay



The median hourly gap



Median pay



Breakdown of genders in each quartile

Improvement shown in the top quartile as the gender split is now 50:50.

The lower quartile did not show improvement with the percentage of female staff in the lowest quartile increasing by 4.11%. Further details is contained in the gender pay gap outcomes section of this document.

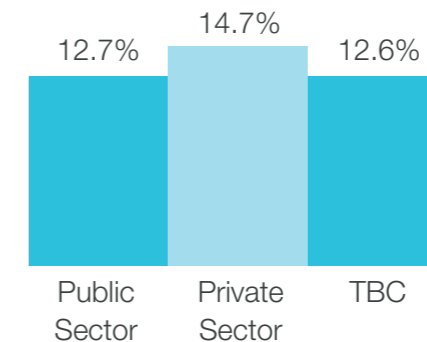


How does Tamworth Borough Council’s gender pay gap compare with that of other organisations?

In 2017/18, 77% of organisations reporting in 2017/18 had a Gender Pay Gap in favour of men.

The mean gender pay gap for the whole economy (according to the October 2018 Office for National Statistics (ONS) Annual Survey of Hours and Earnings (ASHE) figures) is 17%. In April 2018 the gender pay gap was 12.7% in the public sector and 14.7% in the private sector. Positively at 12.6%, Tamworth Borough Council’s mean gender pay gap is significantly lower than that for the whole economy, and just below the average for the public sector.

Gender pay gap - April 2018



Gender Pay Gap Outcomes

The results of the 6 required calculations are outlined below, based on data for the snapshot date of 31 March 2018 and are also compared with the data from 31 March 2017.

Gender	Full pay relevant employee count	
	31 March 2018	31 March 2017
Female	217 (63.26%)	214 (61.85%)
Male	126 (36.67%)	132 (38.15%)
Total	343	346

Mean Gender Pay Gap

The mean (average) gender pay gap is the difference between the mean hourly pay rate of relevant male employees and that of relevant female employees as a percentage of men's earnings.

Gender	Mean hourly rate	
	31 March 2018	31 March 2017
Female	13.11	13.11
Male	15.00	14.79
Mean Average	13.80	13.75
% mean hourly rate is lower for women	12.6%	11.37%

Therefore, at Tamworth Borough Council the **mean** hourly rate for women is **12.6%** lower than for men.

Median Gender Pay Gap

The median (middle value) gender pay gap is the difference between the median hourly pay rate of the relevant male employees and that of relevant female employees as a percentage of men's earnings.

Gender	Median hourly rate	
	31 March 2018	31 March 2017
Female	11.98	12.18
Male	13.05	12.97
Median Average	12.70	12.80
& median hourly rate is lower for women	8.2%	6.05%

Therefore, at Tamworth Borough Council the **median** hourly rate for women is **8.2%** lower than for men.

Bonus Pay Gap

Tamworth Borough Council does not pay bonus payments to employees in line with the criteria within the scope of the data requirements and therefore we are unable to report on this element.

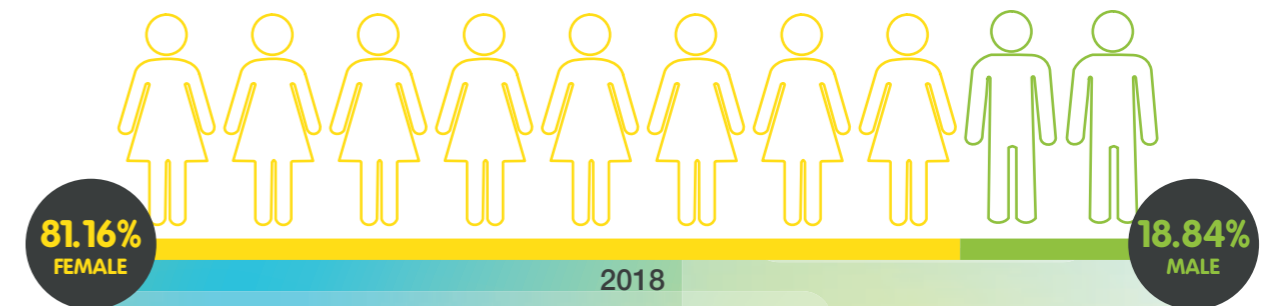
Quartile Pay Bands

The proportions of male and female relevant employees in the four quartiles for the current and previous submission (current year in highlighted columns):

	No. of employees 2018	No. of employees 2017	Male employees 2018	Male employees 2017	Female employees 2018	Female employees 2017
Lower quartile	69	61	13 18.84%	14 22.95%	56 81.15%	47 77.05%
Lower-middle quartile	102	109	41 40.20%	44 40.37%	61 59.80%	65 59.63%
Upper-middle quartile	86	103	29 33.72%	37 35.92%	57 66.28%	66 64.08%
Upper quartile	86	73	43 50%	37 50.68%	43 50%	36 49.32%

The above chart shows Tamworth Borough Council's workforce divided into four equal-sized groups based on hourly pay rates, the lowest paid 25% of employees (the lower quartile) rising to the highest paid 25% (the upper quartile).

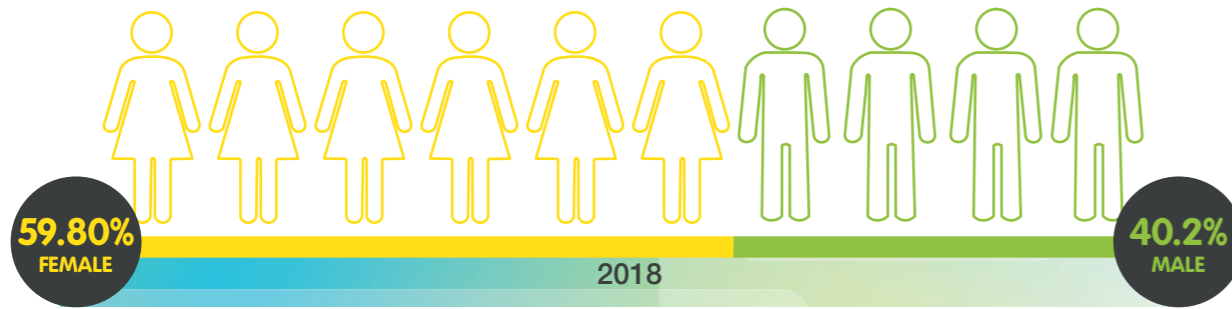
Lower quartile within the Council



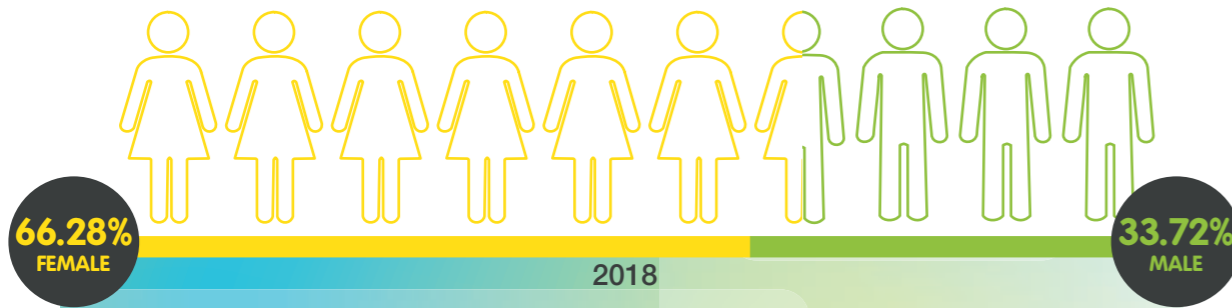
A disproportionate amount of women are within this quartile, which is known as occupational segregation, where more women than men are concentrated in certain occupations in TBC case roles such as Cleaners and Customer Service Assistants (i.e. grade 2 - the lowest pay grade within the Council).

On a positive note the percentage of female employees increases throughout the remaining Quartiles, from 59.80% in the lower middle quartile to 66.28% in the upper middle quartile. These quartiles are comparable with the gender breakdown of the whole organisation, where 63.26% of the organisation are women.

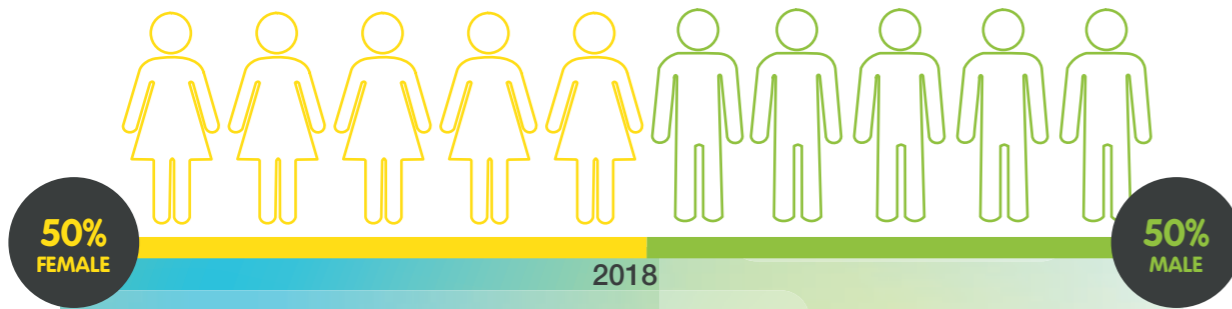
Lower-middle quartile within the Council



Upper-middle quartile within the Council



Upper quartile within the Council



This is an improvement from last year's return where men were 50.68% and women 49.32%.

What are the underlying causes of Tamworth Borough Council's gender pay gap?

Under employment legislation, men and women must receive equal pay for:

- The same or broadly similar work;
- Work related as equivalent under a job evaluation scheme; or
- Work of equal value.

Tamworth Borough Council is therefore confident that its gender pay gap does not stem from paying men and women differently for the same or equivalent work. Rather its gender pay gap is the result of the roles in which men and women choose to apply for within the organisation and the salaries that these roles attract.

Across the UK economy as a whole, men are more likely than women to be in senior roles (especially very senior roles at the top of organisations), while women are more likely than men to be in front line roles at the lower end of the organisation. Women are more likely than men to have had breaks from work that have affected their career progression, for example to bring up children. They are also more likely to work part time, and many of the jobs that are available across the UK on a part time basis are relatively low paid.

What is Tamworth Borough doing to address its gender pay gap?

Whilst Tamworth Borough Council's gender pay gap compares favourably with that of organisations across the whole UK economy, this is not a subject about which Tamworth Borough Council is complacent, and it is committed to doing everything that it can to reduce the gap.

Tamworth Borough Council is committed to the principle of equal opportunities and equal treatment for all employees, regardless of sex, race, religion or belief, age, marriage or civil partnership, pregnancy/maternity, sexual orientation, gender reassignment or disability. It has a clear policy of paying employees equally for the same or equivalent work, regardless of their sex (or any other characteristic set out above). As such, job roles are evaluated to determine pay grades irrespective of the post holder's gender.

To date, the steps that Tamworth Borough Council has taken to promote gender diversity in all areas of its workforce, including the following:

- An agile working policy promoting flexible working; including part time, job share, flexible start and finish times.
- Supports parents with maternity leave, shared parental leave and adoption leave.
- Male and female employees receive the same enhancements for overtime and allowances.
- All vacancies are eligible for part time and full time staff.
- Training and development (including professional qualifications) is available to all staff.
- Performance is not linked to pay awards. Research has proven men are more successful at negotiating higher performance ratings.
- Governance is in place to ensure starting salaries above the minimum spinal column point for the grade are fair and equitable. Analysis shows that in the 12 month reference period there were 30 new appointments, 50% were male and 50% were female. Of these 6 appointments were made above the bottom of the grade, 5 of which were internal transfers and the grade was determined to ensure there was no loss of salary. One appointment was made 2 SCP above the bottom due to the experience the post holder was bringing. In terms of gender of the 6 appointments above the bottom of the grade 3 were male and 3 female showing no gender bias. Research has found men are more willing to negotiate higher starting salaries than the minimum point; however this is not currently proven at Tamworth Borough Council.
- The executive levels of the organisation are appointed to spot a salary which limits the opportunity to negotiate and thus removes bias.

Future actions

To create an evidence base to identify any barriers to gender equality and inform priorities for action, in 2018 Tamworth Borough Council introduced gender monitoring and will widen this to understand:

- The proportions of men and women applying for jobs, being interviewed and being recruited
- The proportions of men and women applying for promotions
- The proportions of men and women leaving the organisation and their reasons for leaving
- The proportion of men and women who return to their original job after a period of maternity or other parental leave
- Proportions of men and women having access to development

Furthermore, recruitment adverts will be amended in accordance with recommendations from the Flexible Working Task Force to include the statement “happy to talk flexible working”.

None of these initiatives, will, of itself, remove the gender pay gap – and it may be several years before some have any impact at all.

Summary

In conclusion whilst the gender pay gap has had a slight increase there is no gender bias in our processes or policies however , Tamworth Borough Council is committed to reporting on an annual basis on what it is doing to reduce the gender pay gap will continue to embed equality and diversity within everything we do.

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16 JULY 2019

REPORT OF THE CHIEF EXECUTIVE**APPOINTMENT OF A DEPUTY ELECTORAL REGISTRATION OFFICER****EXEMPT INFORMATION**

NONE

PURPOSE

To seek Council approval to appoint a Deputy Electoral Registration Officer (DERO), with the same duties as the Electoral Registration Officer, to provide resilience and business continuity in this role

RECOMMENDATIONS

It is recommended that Council approve the appointment of the senior elections officer, Mrs Bernadette Flanagan, to the role of Deputy Electoral Registration Officer under section 52(2) of the Representation of the People Act 1983, having the same duties as the Electoral Registration Officer.

EXECUTIVE SUMMARY

Due to recent staffing changes it is necessary for Council to make a new appointment of a DERO to support the Electoral Registration Officer in the discharge of his necessary duty as required under legislation.

The Chief Executive holds the position of Electoral Registration Officer and is also the "Proper Officer" under section 270 (3) of the Local Government Act 1972.

It is key to organisational business continuity and resilience to ensure the ERO has such resources as is necessary to perform the tasks required, and the appointment of a deputy is fundamental to this. Further Council has a duty to assign officers to assist the ERO and to allocate appropriate resources to enable the required functions be effectively discharged.

OPTIONS CONSIDERED

The "do nothing" option was considered but was discounted because of the need to have resilience and business continuity in the performance of this duty. It is also considered appropriate the Council's lead technical knowledge with regard to election legislation should hold the DERO role

RESOURCE IMPLICATIONS

This action supports the principles of good governance and has no additional resource implications.

LEGAL/RISK IMPLICATIONS BACKGROUND

Nil

EQUALITIES IMPLICATIONS

Nil

SUSTAINABILITY IMPLICATIONS

None

BACKGROUND INFORMATION

This change is necessary due to the resignation of the Head of Audit & Governance.

REPORT AUTHOR

Andrew Barratt Chief Executive

LIST OF BACKGROUND PAPERS**APPENDICES**

16 JULY 2019

REPORT OF THE CHIEF EXECUTIVE**CONFIRMATION OF THE APPOINTMENT OF THE MONITORING OFFICER****EXEMPT INFORMATION**

NONE

PURPOSE

To seek Council approval to appoint a Monitoring Officer in accordance with local government legislation and the Councils Constitution

RECOMMENDATIONS

It is recommended that Council approve the appointment of Rebecca Neill to the role of Monitoring Officer upon her commencement with the authority as Head of Audit & Governance on the 19th August 2019.

EXECUTIVE SUMMARY

Due to the recent departure of the Head of Audit & Governance it is necessary for Council to confirm a new appointment to the role of Monitoring Officer.

As part of the Senior Management Review approved in June 2018, Council approved the principle that the post of Head of Audit & Governance as being the role within which the statutory position of Monitoring Officer sits, and while the re-appointment to this role is delegated to officers, it is necessary for Council to confer the statutory Monitoring Officer position.

A robust recruitment process has been undertaken facilitated by West Midlands Employers and an appointment to the Head of Audit & Governance has been made. The new post holder demonstrates the necessary qualifications and experience to undertake this role to a high standard, and will be due to commence her employment from mid August 2019.

OPTIONS CONSIDERED

It is necessary the Council has a Monitoring Officer therefore no other option was considered

RESOURCE IMPLICATIONS

This action supports the principles of good governance and has no additional resource implications.

LEGAL/RISK IMPLICATIONS BACKGROUND

Nil

EQUALITIES IMPLICATIONS

Nil

SUSTAINABILITY IMPLICATIONS

None

BACKGROUND INFORMATION

This change is necessary due to the resignation of the former Head of Audit & Governance.

REPORT AUTHOR

Andrew Barratt Chief Executive

LIST OF BACKGROUND PAPERS

Nil

APPENDICES

Nil

OUTSIDE BODIES 2019/2020

OUTSIDE BODY	APPOINTEES	CONTACT DETAILS OF BODY WHERE RELEVANT	MEMBERS INVOLVEMENT REQUIRED Y/N
Citizens Advice Bureau Management Committee	Councillor M Cook Councillor M Greatorex Councillor T Clements	Denise Wilson denise.wilson@brancab.org.uk	Y
Dorcas Management Committee	Councillor M Greatorex (Substitute Councillor D Cook)	Wendy Leddart 01827 284618	
Civil Emergency Committee	The Mayor – Councillor R Kingstone Leader of the Council – Councillor D Cook Leader of Opposition – Councillor S Peale	Chief Executive 01827 709453	
High Rise Social Club	Councillor B Price Councillor P Thurgood		
Local Government Association – General Assembly	Councillor D Cook (Substitute Councillor R Pritchard)	Executive PA sue-wilson@tamworth.gov.uk	
Local Government Association – Urban Commission	Councillor D Cook (Substitute Councillor R Pritchard)	Executive PA sue-wilson@tamworth.gov.uk	
St. Peters Church Management Committee	Councillor R Rogers Councillor S Peale Councillor D Box	Phillip Tart 01827 287182	N
Staffordshire County Council Health Scrutiny	Councillor R Ford Substitute – To be nominated on a committee by committee basis as needed	Lucy Stratford Lucy.stratford@staffordshire.gov.uk	
Staffordshire Planning Forum	Portfolio Councillor S Doyle (Substitute Councillor J Oates)	Tony Lovett tony.lovett@staffordshire.gov.uk 01785 277363	Y – should be economic portfolio holder

OUTSIDE BODY	APPOINTEES	CONTACT DETAILS OF BODY WHERE RELEVANT	MEMBERS INVOLVEMENT REQUIRED Y/N
Staffordshire Pension Fund Governance – Consultative Forum (formerly Staffordshire Superannuation Fund (Management Committee))	Portfolio Councillor R Pritchard	Stefan Garner Executive Director Finance 01827 709242 Janet.Caiazzo@staffordshire.gov.uk Pensions Manager, SCC	
Support Staffordshire	Councillor T Clements Councillor M Cook Councillor R Claymore	Elaine Denney Elaine.Denney@supportstaffordshire.org.uk	Y
Tamworth Cornerstone Housing Association	Councillor S Peaple Councillor M Cook REQUEST – Additional member	Stephanie Hood 01827 319918	Y
Tamworth Municipal Charities	The Mayor – Councillor R Kingstone Councillor J Chesworth Councillor T Clements	Anica Goodwin Secretary 01827 709225	
Tamworth Strategic Partnership	Councillor D Cook	Andrew Barratt Chief Executive 01827 709453	Y
Tamworth Twinning Association	Councillor M Cook	Mrs P Dix 01827 280914	
Staffordshire Joint Waste Management Board	Councillor J Chesworth	Mike Bradbury Michael.bradbury@staffordshire.gov.uk	
Birmingham LEP	Councillor J Oates (Substitute Councillor D Cook)	Katie Trout Katie.trout@birmingham.gov.uk	
Sons of Rest	Councillor K Norchi (Substitute Councillor J Oates)		

OUTSIDE BODY	APPOINTEES	CONTACT DETAILS OF BODY WHERE RELEVANT	MEMBERS INVOLVEMENT REQUIRED Y/N
Friends of Wigginton Park	Councillor J Chesworth Councillor D Cook	Richard Kingstone rjk@rawlett.net 01827 57178	
Building Control Shared Service Board	Portfolio Councillor S Doyle	Andrew Barratt Chief Executive 01827 709453	
Health & Safety Shared Service Board	Portfolio Councillor S Doyle	Anica Goodwin Executive Director Organisation 01827 709225	
Waste Management Shared Service Board	Councillor D Cook Portfolio Councillor J Chesworth	Andrew Barratt Chief Executive 01827 709453	
Tamworth Heritage Trust	Councillor J Oates Councillor P Brindley	Diane Wells dianekeenewells@hotmail.com	
West Midlands Employers	Councillor R Pritchard	s.phillips@wmemployers.org.uk	
Destination Tamworth	Councillor J Chesworth	Stacy Birt	
Staffordshire Police and Crime Commissioner Panel.	Councillor S Doyle (Substitute Councillor M Bailey)	Rob Barnes Executive Director Communities 01827 709447	
Rawlett Trust	Councillor M Oates	Richard Hughes Richard.hughes16@ntlworld.com	

OUTSIDE BODY	APPOINTEES	CONTACT DETAILS OF BODY WHERE RELEVANT	MEMBERS INVOLVEMENT REQUIRED Y/N
West Midlands Combined Authority Board (WMCA)	Councillor J Oates (Substitute Councillor D Cook)	Dan Essex dan.essex@wmca.org.uk	
West Midlands Combined Authority Scrutiny Panel (WMCA)	Councillor Dr S Peale	Dan Essex dan.essex@wmca.org.uk	
Corporate Parenting Panel (Staffordshire)	Councillor J Oates	Staffordshire County Council	
Greater Birmingham and Solihull Local Enterprise Partnership – Joint Scrutiny Membership	Councillor Dr S Peale (Scrutiny Member)	Paul Rogers Solihull MBC paul.rogers@solihull.gov.uk	
Stoke –on-Trent & Staffordshire Local Enterprise Partnership	Councillor J Oates		