

# Agenda

<b>Meeting name</b>	<b>Council</b>
<b>Date</b>	<b>Wednesday, 24 March 2021</b>
<b>Start time</b>	<b>6.30 pm</b>
<b>Venue</b>	<b>By remote video conference</b>
<b>Other information</b>	<b>This meeting is open to the public</b>

Members of the Council are invited to attend the above meeting to consider the following items of business.

**Edd de Coverly**  
**Chief Executive**

## Membership

<b>Councillors</b>	M. Graham MBE (Chair)	P. Faulkner (Vice-Chair)
	T. Bains	R. Bindloss
	R. Browne	S. Carter
	P. Chandler	R. Child
	P. Cumbers	R. de Burle
	J. Douglas	C. Evans
	C. Fisher	A. Freer-Jones
	M. Glancy	A. Hewson
	L. Higgins	E. Holmes
	J. Illingworth	S. Lumley
	J. Orson	A. Pearson
	P. Posnett MBE	D. Pritchett
	R. Smith	M. Steadman
	J. Wilkinson	P. Wood

**Quorum:** 14 Councillors

<b>Meeting enquiries</b>	Democratic Services
<b>Email</b>	democracy@melton.gov.uk
<b>Agenda despatched</b>	Tuesday, 16 March 2021



No.	Item	Page No.
	<p><b>REMOTE MEETING ARRANGEMENTS</b></p> <p><b>Meeting Participants:</b></p> <p><u>Zoom video conference webinar:</u></p> <p>An invitation will be sent to Members for this meeting</p> <p><b>Public Access:</b></p> <p><a href="#">YouTube</a></p>	
1.	<b>APOLOGIES FOR ABSENCE</b>	
2.	<p><b>MINUTES</b></p> <p>To confirm the minutes of the Council meeting held on 24 February 2021</p>	1 - 14
3.	<p><b>DECLARATIONS OF INTEREST</b></p> <p>Members to declare any interest as appropriate in respect of items to be considered at this meeting.</p>	15 - 16
4.	<b>MAYOR'S ANNOUNCEMENTS</b>	
5.	<b>LEADER'S ANNOUNCEMENTS</b>	
6.	<p><b>PUBLIC QUESTION TIME</b></p> <p>In accordance with the Constitution, Members of the Council may answer questions from the public of which notice has been given.</p> <p>The following question was received from Kelly Davies :</p> <p><i>'With a clear roadmap for leisure and hospitality industries in place and us moving closer to that restriction-free summer, what initiatives and ideas do the council have in place to help attract both locals and tourists to Melton's Purple Flag nightlife to enable them to be in the best stead to recover and grow after the pandemic?'</i></p> <p>The Portfolio Holder for Growth and Prosperity (and Deputy Leader) to respond</p>	

7.	<p><b>QUESTIONS FROM MEMBERS</b></p> <p>In accordance with the Constitution, a Member may ask the Leader, the Chair of the Council or a Committee Chair, a question on any matter in relation to which the Council has powers or duties or which affects the Borough.</p> <p>No questions were received</p>	
8.	<p><b>MOTIONS ON NOTICE</b></p> <p>In accordance with the Constitution, motions on notice must be signed by at least two Members and be about matters for which the Council has a responsibility or which affect the Melton Borough.</p> <p>No motions were received</p>	
9.	<p><b>CABINET RECOMMENDATIONS TO COUNCIL : COMMUNITY SAFETY PARTNERSHIP STRATEGIC PLAN</b></p> <p>To receive a report on the recommendation of Cabinet referred to Council in relation to the Community Safety Partnership Strategic Plan</p>	17 - 38
10.	<p><b>ANNUAL EQUALITIES REPORT</b></p> <p>To receive a report which provides an update on the progress against our Equality objectives and the work undertaken to meet the Council's public sector equality duty as required by equality legislation, including compliance with the Equality Act 2010, Human Rights Act 1998, the Public Sector Equality Duty</p>	39 - 70
11.	<p><b>PAY POLICY STATEMENT</b></p> <p>To receive a report on the Pay Policy Statement in order to comply with the requirement of the Localism Act 2011 to approve and publish the statement on the website by the 31 March each year</p>	71 - 82
12.	<p><b>RECOMMENDATIONS AND REPORTS FROM COMMITTEES</b></p> <p>There are no recommendations or reports from committees</p>	

# Minutes

<b>Meeting name</b>	<b>Council</b>
<b>Date</b>	<b>Wednesday, 24 February 2021</b>
<b>Start time</b>	<b>6.30 pm</b>
<b>Venue</b>	<b>By remote video conference</b>

## Present:

**Chair**                      Councillor              M. Graham MBE  
(Chair)

**Councillors**

P. Faulkner (Vice-Chair)	R. Bindloss
R. Browne	S. Carter
P. Chandler	R. Child
P. Cumbers	R. de Burle
J. Douglas	C. Evans
A. Freer-Jones	M. Glancy
A. Hewson	L. Higgins
E. Holmes	J. Illingworth
S. Lumley	J. Orson
P. Posnett MBE	D. Pritchett
M. Steadman	J. Wilkinson

**Officers**

- Chief Executive
- Director for Housing and Communities
- Director for Corporate Services
- Director for Growth and Regeneration
- Assistant Director for Governance & Democracy
- Assistant Director for Planning and Delivery
- Democratic Services Manager
- Corporate Services Manager
- Democratic Services Officer (CR)

The Reverend Kevin Ashby offered prayers.

Minute No.	Minute
CO64	<p><b>APOLOGIES FOR ABSENCE</b></p> <p>Apologies for absence were received from Councillors Fisher, Pearson, Smith and Wood. Councillor Bains was also not present.</p>
CO65	<p><b>MINUTES</b></p> <p>The minutes of the meeting held on 17 December 2020 were confirmed and authorised to be signed by the Mayor.</p>
CO66	<p><b>DECLARATIONS OF INTEREST</b></p> <p>A personal interest in respect of County Councillors Orson, Pearson and Posnett was noted as being on record for any matters which related to the Leicestershire County Council.</p> <p><u>Minute CO71 : Cabinet Recommendations To Council : Revenue Budget Proposals 2021/22 - Housing Revenue Account (HRA)</u></p> <p>Councillor Carter declared a pecuniary interest, as a Council tenant and would leave the meeting during debate and decision on this item.</p> <p><u>Minute CO74 : Council Tax Setting 2021/22</u></p> <p>Councillor de Burle declared a personal non-pecuniary interest, as Responsible Financial Officer, acting under delegation for Asfordby Parish Council and signatory to its precept.</p> <p><u>Minute CO75 : Special Urgency Decisions (T3 Business Grants December 2020)</u></p> <p>Councillor Browne declared a personal non-pecuniary interest, as Secretary for Frisby, Hoby and Rotherby Cricket Club.</p> <p>Councillor Child declared a personal non-pecuniary interest, as a member of Great Dalby Cricket Club.</p> <p>Councillor Graham declared a personal non-pecuniary interest, as Chairman of Sproxton Village Hall.</p>
CO67	<p><b>MAYOR'S ANNOUNCEMENTS</b></p> <p>The Mayor advised that since the last Council meeting, he had given a reading on 103 The Eye radio channel, at Christmas and he confirmed that Mayoral events and activities continued to be postponed during the Covid-19 pandemic. He congratulated and gave best wishes to Councillor Smith on the birth of her baby.</p>

**LEADER'S ANNOUNCEMENTS**

The Leader congratulated Councillor Graham on undertaking nearly 3 terms as Mayor for the Borough and congratulated Councillor Smith and her family on the birth of her baby.

The Leader said

*'It remains a very busy time as we continue to provide support to our communities and our businesses impacted by Covid-19. I was delighted to see Leicestershire was leading the way in the proportion of over 70 year olds who have been vaccinated and I am sure this would have been helped by Melton having one of the first vaccination centres opened in the region. Our Community Support Hub continues to provide assistance to the most vulnerable in our community and our team has made nearly £2.3k separate business grant payments, totalling £4m since November 2020. This is on top of the £10.7m paid out to businesses earlier in 2020. I want to reiterate my thanks to all officers and Members for their incredible response and support to our communities during the pandemic.*

*We are now digesting the Prime Minister's announcement (on 22 February 2021) and preparing to support the easing of restrictions over the coming weeks and months. I do welcome the cautious approach and we must remain vigilant and maintain our commitment to public health guidance and regulations.*

*Tonight, we consider our budget and I am delighted that despite all we have faced this year, we have managed our finances well and are able to propose a budget that protects existing services and is balanced for the second year in a row. We are also still able to invest in key priorities to support our Corporate Strategy and recover from Covid-19. Key initiatives, include developing a new town centre strategy and master plan, along with a number of maintenance improvements, helping rural businesses through a £100k diversification grant scheme and supporting vulnerable residents through more council tax relief. We want to invest in our IT, our website and audio visual equipment, so we can continue livestreaming our meetings when we can once again meet in person. We want to repair the footstone bridge in our country park and with an array of national partners we will be developing a business case for rail improvements between Nottingham and Melton. All this alongside the ongoing and continued investment in council housing services, as part of our ambitious improvement plan. I look forward to discussing these proposals with all Members later in the meeting.*

*Following the recent Local Government Association (LGA) review, we are developing an action plan, which I will be keen to share with all Members shortly for wider review. One of the early actions has been setting up meetings for myself with ward Members to understand any local issues and consider how the Cabinet can assist. I've certainly found the discussions extremely useful and I hope those Members I have met with so far have too and I look forward to those continuing.*

*Concerning the Melton Mowbray Distributor Road (MMDR), we continue to work with our partners, Leicestershire County Council, Homes England, and Ministry of*

*Housing Communities and Local Government (MHCLG) on seeing if an infrastructure agreement can be reached to secure the housing infrastructure fund. Yesterday we received a draft heads of terms from the County Council and we are now reviewing this and considering the legal and financial implications and risks associated with it. This is a crucial piece of work and as ever, we will do all we can to support delivery of the road but we must ensure any agreement is right for this Council and right for Melton. I will update Members on this shortly and again we are intending to formally consider the Council's position on this issue at our Cabinet on 17 March 2021. We have also shared our draft developer contributions Supplementary Planning Document (SPD) with the County Council, which they have requested and to support their infrastructure investment being paid back and prioritised recovery of highways and education contributions above other things. We await their feedback and also are planning to bring the consultation draft to Cabinet at the 17 March meeting.*

*Whilst referring to the County Council, it is again regrettable that when we are negotiating on the most important infrastructure agreement for a generation, they chose to attack this Council, regarding the recent land disposal decision taken by our Cabinet in January 2021. I welcome the review being undertaken currently by our Scrutiny Committee Chair and Vice-Chair, as we believe any such review will show a reasonable basis for our decision and appropriate way we have conducted ourselves. Given the ongoing review, I do not think it would be appropriate for me to say too much at this stage but irrespective of the findings, the language used to attack this council and our officers was completely inappropriate and there was absolutely no justification for it. We, as ever will conduct ourselves in the right manner and I will have more to say at the appropriate time but until then, I look forward to receiving the findings of the review from Councillors Cumbers and Bindloss.*

*Finally, I was delighted to see we were recently successful in securing a £340k grant to improve the energy efficiency of our Council housing stock, through the Government's Green Homes Delivery Scheme. We will be matching this with a further £300k, to deliver improvement works to nearly 70 properties through either external insulation or fitting solar PV panels. This programme will help to support tenants who can find heating their homes expensive and will help to reduce fuel poverty. It also represents a positive step towards our commitment to become a carbon neutral council by 2030.'*

CO69

**PUBLIC QUESTION TIME**

There were no questions from the public.

CO70

**CABINET RECOMMENDATIONS TO COUNCIL : CAPITAL PROGRAMME 2020/25 - GENERAL FUND AND HRA AND CAPITAL STRATEGY 2021/22**

Councillor Ronnie de Burle, Portfolio Holder for Corporate Finance and Resources introduced and moved the recommendations in the report, providing a summary and advising that the forecast outturn for General Fund Capital Programme 2020/21 was expected to be £923k, against an approved budget of £1.315m, resulting in an underspend of £392k. This was due to a reduction in demand for disability facilities grants (£342k) and deferring £50k expenditure, which was



planned on service vehicles, pending more information on environmental changes. The forecast outturn for the Housing Revenue Account (HRA) 2020/21 was expected to be £3.589m, against the latest approved budget of £5.291m, resulting in an underspend of £1,702m, largely due to Covid-19 accessibility issues.

Councillor de Burle highlighted that the proposed Capital Programme for 2021/22 totalled £755k, covering key areas such as ICT investment, Disabled Facilities Grants and the management of key Council assets and community investment. A number of new key capital schemes had been proposed for approval, totalling £267k (Council Chamber audio visual equipment re-do, a replacement website system and the Melton Country Park bridgeworks).

Councillor de Burle confirmed that the content of the report had been consulted on with Scrutiny Committee, who drew attention to the need (as part of the Covid-19 recovery plan) for additional business support within the rural community and the Rural Business Diversification Grant scheme, valued at £100k had been incorporated.

Councillor de Burle advised that improving the Capital Programme would support the Council in managing its assets effectively and in ensuring that benefits of them were maximised for the Council and the community. These capital plans would support the effective delivery of Council ambitions and would ensure appropriate levels of capital expenditure and investment were in place to meet corporate priorities and objectives, whilst ensuring that plans were affordable, prudent and sustainable.

Councillor Orson seconded the motion, commenting that he welcomed proposals for the Council Chamber audio visual equipment. Officers had worked to deliver value for money and procure the equipment needed at a competitive price. The equipment would facilitate hybrid meetings, enabling live streaming of public meetings to continue once they returned to the Council Chamber. Councillor Orson also spoke in favour of the refurbishment to the footbridge at Melton Country Park, which Councillors Glancy, Lumley and Posnett had lobbied for and of the £100k Rural Business Diversification Grant scheme.

During debate the following points were noted:

- Concern was raised over the proposed £80k expenditure to procure the Council Chamber audio visual equipment, stating that this was not feasible during the current economic climate.
- The Council needed to act with austerity during this period of great financial hardship and uncertainty.
- The existing Council Chamber audio system was inadequate. It had caused interruptions and disrupted meetings in the past and had been the subject of much complaint by Members, officers and members of the public.
- Many other councils used and enjoyed the benefits of the new equipment for public meetings and it would be an investment for the Council.
- The new equipment would enable the Council to operate in a professional, progressive manner and maintain and improve community engagement in the Council's decision making process, through the livestreaming of public meetings.
- The new equipment would facilitate hybrid meetings (enabling a combination of participants based in the Council Chamber and remotely).

- £80k was a considerable sum of money but was reasonable in relation to the equipment being provided and the corresponding benefits.
- The pandemic had changed the way councils, other organisations and businesses worked, revealing how the telecom industry had become ever more central to modern society. The Council needed equipment which was suitable for present and future times.
- The new equipment represented a complete replacement rather than an upgrade of the existing system.
- The Council had undertaken a thorough procurement process to obtain a suitable supplier, led by the Democratic Services Manager, with support from the ICT and Property teams and the Welland Procurement Unit.
- The Council had received 11 quotes and had rejected 5 of those, due to high costs. The preferred supplier was identified through their ability to meet the specification within budget parameters provided.
- The proposal to procure new equipment had been included in the Capital Programme and there had been consultation with Members through the budget setting process.
- Originally, procurement of the new equipment had been estimated at £100k but the Council had reduced this cost to £80k by moderating its requirements.
- Members wished to have relevant training to use the new equipment.
- Members were pleased with the proposal for the Melton Country Park bridgeworks as these were desperately needed.
- Members were pleased with the HRA Capital Programme.
- The purpose of the Rural Business Diversification Grant was to help diversify the offering and boost tourism.
- Members were pleased with proposals for funding to support businesses in the town and rural areas, helping those who were struggling.
- Members thanked business owners and employees for their work during the pandemic and highlighted that the Council was working in support of them.
- The Council engaged with Melton Business Improvement District (BID), the businesses which it represented and the Town Estate to understand how businesses operated and how grants would help them. They had been fundamental in helping the Council design the additional revenue grants for businesses were a valued partner.

### **RESOLVED**

#### **Council:**

- 1) APPROVED the General Fund Capital Programme for 2020-25;**
- 2) APPROVED the sources of funding for the General Fund capital programme for 2021/22;**
- 3) APPROVED the HRA Capital Programme for 2020-25;**
- 4) APPROVED the sources of funding for the HRA Capital Programme;**
- 5) DELEGATED authority to the Director for Corporate Services to amend the amount in the capital programme for Disabled Facilities Grants once funding confirmation has been received;**

**6) APPROVED that spend on the Council Chamber Audio Visual Equipment capital scheme be incurred in 2020/21 if officers are able to commence the project earlier;**

**7) APPROVED the Capital Strategy 2021-22.**

The above resolution was voted for as follows:

FOR THE MOTION (21)

Bindloss, Browne, Chandler, Child, Cumbers, de Burle, Douglas, Faulkner, Freer-Jones, Glancy, Graham, Hewson, Higgins, Holmes, Illingworth, Lumley, Orson, Posnett, Pritchett, Steadman, Wilkinson.

AGAINST THE MOTION (2)

Carter, Evans.

ABSTAINING FROM THE MOTION (0)

CO71

**CABINET RECOMMENDATIONS TO COUNCIL : REVENUE BUDGET PROPOSALS 2021/22 - HOUSING REVENUE ACCOUNT (HRA)**

(Councillor Carter here left the meeting due to his disclosable pecuniary interest as set out at Minute CO66 above.)

Dawn Garton, Director for Corporate Services introduced the report, providing a brief summary and highlighting the proposed rent increase of 1.49% average for all Council dwellings, which was in line with Government limitations placed on the Council as a social landlord. The budget maintained the working balance at the agreed level of £750k, progressing a number of the items that were agreed as part of the Housing Improvement Programme (HIP). Key to the Council's financial sustainability with regard to the HRA was work on development of the HRA business plan, (including stock condition surveys, which would indicate capital and revenue works needed and the draw on reserves to meet these needs), which would project forward over a 30 year period of likely rent increases, costs etc. Co-ordinating expenditure with income was an important part of the process and would improve the Council's position to understand the financial health of the HRA.

The Director for Housing and Communities highlighted that the adoption of the Council's Rent Setting Policy had provided a framework for this work and the proposed rent increase was consistent with the Policy. The increased transparency on service charges, with grounds maintenance and health and safety charges clearly identified on the rent increase notice to tenants. There were carry forwards in relation to the HIP works as a result of the impact of Covid-19 on contractors and the suspension of some works due to tenant vulnerability. The adoption of a Void Policy and improved reporting of void performance showed the Council's commitment to improvements in this area. Delivery of the HRA business plan would involve collating tenant views to help inform the Council's 30 year business plan, with a clear programme of works for the next five years to benefit tenants and the Council.

Councillor de Burle thanked the Director for Corporate Services and Director for Housing and Communities and moved the recommendations. Councillor Orson seconded the motion and reserved his right to speak.

During debate the following points were noted:

- Members supported the proposals, commenting that the work undertaken to improve the Council's Housing service was a good news story
- Members thanked officers and Scrutiny Committee for their work to improve the Housing service, particularly in relation to the voids management process.
- Improvements to the Housing service offered a learning opportunity to enhance other areas within the Council.
- Members were pleased that the Council was maximising its rental income and service charge income. This was important for financial stability and to enable improvement work to continue and tenant living standards to be maintained.
- Officers had implemented Members' service charge requests. Councillor Pearson had led on and been a key participant of the HIP & Councillor Orson had been heavily involved as well.
- Members noted the challenges faced as a result of the pandemic and future challenges due to carbon neutral requirements, regulator standards, landlord health and safety etc.
- Members noted the considerable work undertaken by the Chief Executive and Director for Housing and Communities.
- The bad debt provision of £373k was based on estimates (historic debt levels, the age of debts, their collection and recovery) and was in line with audit expectations. There was much uncertainty due to Covid-19 and how the end of support for those on furlough or the self-employed may change recovery levels.
- The good work undertaken by the Council at Westview, Somerby was noted.
- It was important to value affordable housing and work to reduce housing costs, expensive energy bills and debt, as this would create a healthy economy in Melton.

### **RESOLVED**

#### **Council:**

- 1) APPROVED the budget estimates for 2021-22;**
- 2) APPROVED an average rent increase of 1.49% for all Council dwellings for 2021/22 with effect from 1 April 2021;**
- 3) APPROVED that the working balance be maintained at the approved minimum balance of £750,000 and any residual amounts be transferred to the Regeneration and Development Reserve, as approved in February 2020 for the current year.**

The above resolution was voted for as follows:

#### **FOR THE MOTION (22)**

Bindloss, Browne, Chandler, Child, Cumbers, de Burle, Douglas, Evans, Faulkner, Freer-Jones, Glancy, Graham, Hewson, Higgins, Holmes, Illingworth, Lumley, Orson, Posnett, Pritchett, Steadman, Wilkinson.

#### **AGAINST THE MOTION (0)**

#### **ABSTAINING FROM THE MOTION (0)**

(Councillor Carter here re-entered the meeting.)

**CABINET RECOMMENDATIONS TO COUNCIL : GENERAL FUND REVENUE BUDGET 2021/22 AND MEDIUM TERM FINANCIAL STRATEGY 2021/22 TO 2024/25**

Councillor Ronnie de Burle, Portfolio Holder for Corporate Finance and Resources introduced and moved the recommendations in the report, providing a brief summary and highlighting that 2020 had been an extremely challenging year for the Council's finances. Much progress had been made since the pandemic started and since receipt of the first draft budget in November 2020. Hard work, innovative thinking and additional Government support through the spending review and finance settlement, had enabled the Council to balance the budget, without compromising core services. This was a considerable achievement, at a time where many councils were reducing services. He thanked the Director for Corporate Services, her team and all budget holders for their work.

Councillor de Burle advised that the work on the Financial Sustainability Programme would help plan and prepare the Council but there would be difficult times ahead. Future Government support was uncertain and the community would need support, as the nation moved into recovery. Ensuring that the necessary finances were in place was vital.

Councillor de Burle highlighted the proposal to work with other preceptors to set up a discretionary Council Tax Relief Fund to help support residents and proposals to improve town centre street furniture etc. to ensure the town centre remained attractive.

Councillor Orson seconded the motion and reserved his right to speak.

During debate the following points were noted:

- Members thanked the Director for Corporate Services, her team and Councillor de Burle for his work to achieve a balanced budget and noted the inclusion of a number of growth items.
- A concern was raised that revenue was not sufficiently directed to deal with the pandemic and its effect on the community.
- There was notable Council achievements as a result of public investment and the Council needed to ensure it maintained its high performance.
- Members noted the £515k sundry debtors reserve, commenting that there were historical debt collection issues and this may be worsened by the impact of financial hardship in the community.
- 2020 had been a period of great difficulty for many in the community. The Council had an obligation to produce a balanced budget and council tax increases were necessary to ensure the continued delivery of services, particularly critical services to the most vulnerable.
- Funding for the Planning service had been agreed in October 2020 (£26k one-off payment) and recruitment of staff (£12k to potentially £48k). The Planning Review considered how to improve the service for stakeholders and customers.
- The good work undertaken by the Regeneration Team (administering grants, promoting tourism, promoting farm shops and award winning businesses was noted.
- The Council had received praise and thanks from businesses for its administration of business grants.

**RESOLVED**

**Council:**

- 1) **APPROVED** the proposals for **General Expenses and Special Expenses Melton Mowbray** for inclusion in the **2021/22** budget;
- 2) **DELEGATED** authority to the **Director for Corporate Services** to release the funding for the growth items for town centre improvements, place survey and discretionary council tax support;
- 3) **APPROVED** the revenue budget for **2021/22** for **General and Special Expenses**, resulting in an overall council tax increase of **£5**;
- 4) **APPROVED** that any increase or shortfall against the target working balance on **General Expenses** at **31 March 2021** is transferred to/from the **Corporate Priorities Reserve** and for **Special Expenses Melton Mowbray** any surplus/deficit be transferred to/from the **Special Expenses Reserve** thereby bringing the actual balance back to the target;
- 5) **NOTED** the changes made to the risk categorisation of budgets.

The above resolution was voted for as follows:

**FOR THE MOTION (21)**

Bindloss, Browne, Chandler, Child, Cumbers, de Burle, Douglas, Faulkner, Freer-Jones, Glancy, Graham, Hewson, Higgins, Holmes, Illingworth, Lumley, Orson, Posnett, Pritchett, Steadman, Wilkinson.

**AGAINST THE MOTION (2)**

Carter, Evans.

**ABSTAINING FROM THE MOTION (0)**

CO73

**CABINET RECOMMENDATIONS TO COUNCIL : TREASURY MANAGEMENT STRATEGY AND PRUDENTIAL INDICATORS 2021/22**

Councillor Ronnie de Burle, Portfolio Holder for Corporate Finance and Resources introduced and moved the recommendations in the report, providing a brief summary and advising that the report outlined the Council's Prudential Indicators for 2021/22 to 2023/24, set out the expected treasury operations for this period and fulfils 4 key legislative requirements:

- i. the reporting of the Prudential Indicators, setting out the expected capital activities.
- ii. the Council's Minimum Revenue Provision (MRP) Policy, setting out how the Council would pay for capital assets through revenue each year, as required by regulation under the Local Government Public Involvement in Health (LGPIH) Act 2007.
- iii. The Treasury Management Strategy Statement, setting out how the Council's treasury management service would support the capital decisions taken, the day to day treasury management activity, and the limitations on

activity through Treasury Prudential Indicators, the key indicator being the authorised limit, which at £46m is considered the maximum amount of debt the Council could afford in the short term (but which would not be sustainable long term).

- iv. The Investment Strategy, setting out the Council's criteria for choosing investment counterparties and limiting exposure to the risk of loss. This Strategy was in accordance with the Ministry of Housing Communities and Local Government Investment Guidance.

Councillor Orson seconded the motion.

**RESOLVED**

**Council:**

- 1) APPROVED and ADOPTED the prudential indicators and limits;**
- 2) APPROVED the Treasury Management Strategy;**
- 3) APPROVED the Minimum Revenue Provision (MRP) Statement, which sets out the Council's policy on MRP.**

The above resolution was voted for as follows:

**FOR THE MOTION (23)**

Bindloss, Browne, Carter, Chandler, Child, Cumbers, de Burle, Douglas, Evans, Faulkner, Freer-Jones, Glancy, Graham, Hewson, Higgins, Holmes, Illingworth, Lumley, Orson, Posnett, Pritchett, Steadman, Wilkinson.

**AGAINST THE MOTION (0)**

**ABSTAINING FROM THE MOTION (0)**

CO74

**COUNCIL TAX SETTING 2021/22**

The Mayor confirmed that the recommendation was to note the calculations and set the council tax for the year 2021/22, made in accordance with regulations set out in the Local Government Finance Act 1992.

Councillor Ronnie de Burle, Portfolio Holder for Corporate Finance and Resources introduced and moved the recommendations in the report, providing a brief summary and advising that as 'collection authority', the Council is required to set the council tax for the forthcoming financial year, which included the council tax set by parishes in the borough and preceptors Leicestershire County Council (LCC), the Police and Crime Commissioner (PCC) and the Combined Fire Authority (CFA).

Councillor de Burle highlighted that LCC, PCC and CFA values had been confirmed (as detailed at paragraphs 5.3, 5.4 and 5.5 of the report). The Council had sought to minimise the impact of inflation and this was reflected in the figures detailed within the table at paragraph 9.1 (2.41% average increase for the Council compared with 4.69% average increase for the whole area). The Council

recognised that some in the community would need support and additional help would be provided through the proposed Discretionary Relief Fund.

Councillor Orson seconded the motion and reserved his right to speak.

During debate the following points were noted:

- The Council acknowledged that this was a period of financial difficulty for many in the community. It was important to keep council tax as low as possible and any increase was necessary to maintain services.
- Member and officer collaborative working, review of plans and priorities and communication with the community was crucial.
- Lobbying the Government to influence decisions on local taxation reforms was suggested.
- Special Expenses Melton Mowbray was reducing and for 2021/22 would be at a level below that of 2017.
- Investment in the town centre was vital and linked to the income raised through council tax, specifically Special Expenses.
- The use of General Fund reserves for town centre improvements (£50k for street furniture) was noted.
- Members noted that the Council had a legal obligation to set its council tax before the 11 March deadline.

### **RESOLVED**

**Council NOTED the calculations and APPROVED setting of the Council Tax for the year 2021/22 made in accordance with regulations set out in the Local Government Finance Act 1992.**

The above resolution was voted for as follows:

FOR THE MOTION (22)

Bindloss, Browne, Carter, Chandler, Child, Cumbers, de Burle, Douglas, Faulkner, Freer-Jones, Glancy, Graham, Hewson, Higgins, Holmes, Illingworth, Lumley, Orson, Posnett, Pritchett, Steadman, Wilkinson.

AGAINST THE MOTION (0)

ABSTAINING FROM THE MOTION (1)

Evans.

CO75

### **SPECIAL URGENCY DECISIONS (Tier 3 BUSINESS GRANTS DECEMBER 2020)**

Councillor Leigh Higgins, Portfolio Holder for Growth and Regeneration (Deputy Leader) introduced and moved the recommendation in the report, stating

*'On 2 December 2020, the borough of Melton was placed into Tier 3 restrictions, following the end of the national lockdown. As a result of these new tiered*



*restrictions, the Government announced additional grant funding supporting measures , which local authorities would be responsible for giving out to their local business communities. The timescales involved in the release of the guidance and funding arrangements for Tier 3 grant schemes required an urgent decision in relation to the Council's approach to delivering the grants. It was not considered acceptable to delay the payments, due to the adverse effect this would have on eligible businesses (cash flow is all important to businesses). As a result, in consultation with the Scrutiny Committee Chair, Councillor Pat Cumbers, it was agreed that the decision could not be reasonably deferred. As Portfolio Holder, I reviewed and approved the decision notice on 14 December 2020. A notice of special urgency and decision was published on the Council's website. The decision was able to be implemented immediately, so that eligible businesses receive the grants before Christmas.*

*Today, the Chief Executive forwarded an email from MP Alicia Kearns' Office to myself and the growth and regeneration team, giving positive feedback received from a very appreciative source. It says they were very complimentary of the work that the Council were doing and that Melton had the least number of issues reported to them, regarding business grants. They were very complimentary about the efficiency of our approach and what we are doing. The Council has also sought those businesses, such as owner directors and self- employed people, who have recently set up businesses and have been left behind by some national schemes. Melton has taken a dedicated case by case approach and I would like to thank the Grant Panel (Director for Corporate Services, Revenues and Benefits Manager and Regeneration Manager). Today, I have been made aware of 2 people in receipt of grant funding, which has really helped their business to continue during the national lockdown.'*

Councillor Orson seconded the motion, commenting that the Council had undertaken tremendous work in administering grant funding. He thanked Councillor Higgins and the Regeneration Manager for their work and noted that businesses and organisations were all very appreciative.

**RESOLVED**

**Council NOTED the decisions taken under Special Urgency Provisions.**

CO76	<p><b>QUESTIONS FROM MEMBERS</b> There were no questions from Members.</p>
CO77	<p><b>MOTIONS ON NOTICE</b> There were no motions on notice received.</p>
CO78	<p><b>RECOMMENDATIONS AND REPORTS FROM COMMITTEES</b> There were no recommendations and reports from Committees.</p>



## Advice on Members' Interests

### PERSONAL AND NON-PECUNIARY INTERESTS

If the issue being discussed affects you, your family or a close associate more than other people in the area, you have a personal and non-pecuniary interest. You also have a personal interest if the issue relates to an interest you must register under paragraph 9 of the Members' Code of Conduct.

**You must state that you have a personal and non-pecuniary interest and the nature of your interest.** You may stay, take part and vote in the meeting.

### PERSONAL AND PECUNIARY INTERESTS

If a member of the public, who knows all the relevant facts, would view your personal interest in the issue being discussed to be so great that it is likely to prejudice your judgement of the public interest and it affects your or the other person or bodies' financial position or relates to any approval, consent, licence, permission or registration then **you must state that you have a pecuniary interest, the nature of the interest and you must leave the room\***. You must not seek improperly to influence a decision on that matter unless you have previously obtained a dispensation from the Authority's Audit and Standards Committee.

### DISCLOSABLE PECUNIARY INTERESTS AND OTHER INTERESTS

**If you are present at any meeting of the Council and you have a disclosable pecuniary interest in any matter to be considered or being considered at the meeting, if the interest is not already registered, you must disclose the interest to the meeting. You must not participate in the discussion or the vote and you must leave the room.**

You may not attend a meeting or stay in the room as either an Observer Councillor or \*Ward Councillor or as a member of the public if you have a pecuniary or disclosable pecuniary interest\*.

### BIAS

If you have been involved in an issue in such a manner or to such an extent that the public are likely to perceive you to be biased in your judgement of the public interest (bias) then you should not take part in the decision-making process; you should leave the room. **You should state that your position in this matter prohibits you from taking part.** You may request permission of the Chair to address the meeting prior to leaving the room. The Chair will need to assess whether you have a useful contribution to make or whether complying with this request would prejudice the proceedings. A personal, pecuniary or disclosable pecuniary interest will take precedence over bias.

In each case above, you should make your declaration at the beginning of the meeting or as soon as you are aware of the issue being discussed.\*

\*There are some exceptions – please refer to paragraphs 3.12(2) and 3.12(3) of the Code of Conduct

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## Council

24 March 2021

**Report of:** Councillor Alan Pearson - Portfolio Holder for Housing and Communities

### Cabinet Recommendation to Council: Community Safety Partnership Strategic Plan

<b>Corporate Priority:</b>	All
<b>Relevant Ward Member(s):</b>	All
<b>Date of consultation with Ward Member(s):</b>	N/A
<b>Exempt Information:</b>	No

#### 1 Summary

- 1.1 To consider the recommendation of Cabinet in relation to the Community Safety Partnership Strategic Plan.

#### 2 Recommendation from Cabinet

##### That Council:

- 2.1 Approves the proposed Community Safety Strategy 2021-24.

#### 3 Reason for Recommendations

- 3.1 The report comprises of matters of business formally undertaken by the Cabinet since the last ordinary meeting of the Council that require Council approval.

## **4 Background**

- 4.1 Cabinet considered the Community Safety Partnership Strategic Plan 2021-2024 at their meeting on 9 February 2021 and made a recommendation to Council for approval.

## **5 Main Considerations**

- 5.1 As detailed in the Approval of the Community Safety Partnership Strategic Plan Report (Appendix A).

## **6 Options Considered**

- 6.1 As outlined in the Approval of the Community Safety Partnership Strategic Plan Report (Appendix A).

## **7 Consultation**

- 7.1 As outlined in the Approval of the Community Safety Partnership Strategic Plan Report (Appendix A).

## **8 Next Steps – Implementation and Communication**

- 8.1 As outlined in the Approval of the Community Safety Partnership Strategic Plan Report (Appendix A).

## **9 Financial Implications**

- 9.1 As outlined in the Approval of the Community Safety Partnership Strategic Plan Report (Appendix A).

**Financial Implications reviewed by: See Appendix A**

## **10 Legal and Governance Implications**

- 10.1 As outlined in the Approval of the Community Safety Partnership Strategic Plan Report (Appendix A).

**Legal Implications reviewed by: See Appendix A**

## **11 Equality and Safeguarding Implications**

- 11.1 As outlined in the Approval of the Community Safety Partnership Strategic Plan Report (Appendix A).

## **12 Community Safety Implications**

- 12.1 As outlined in the Approval of the Community Safety Partnership Strategic Plan Report (Appendix A).

## **13 Environmental and Climate Change Implications**

- 13.1 As outlined in the Approval of the Community Safety Partnership Strategic Plan Report (Appendix A).

## **14 Risk & Mitigation**

- 14.1 As outlined in the Approval of the Community Safety Partnership Strategic Plan Report (Appendix A).

## 15 Background Papers

- 15.1 As outlined in the Approval of the Community Safety Partnership Strategic Plan Report (Appendix A).

## 16 Appendices

- 16.1 Appendix A – Cabinet Report: Approval of the Community Safety Partnership Strategic Plan.

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# Cabinet

9 February 2021

**Report of:** Councillor Alan Pearson - Portfolio Holder for Housing and Communities

## Approval of the Community Safety Partnership Strategic Plan

<b>Corporate Priority:</b>	Excellent services impacting positively on our communities Connected and led by our communities
<b>Relevant Ward Member(s):</b>	N/A
<b>Date of consultation with Ward Member(s):</b>	N/A
<b>Exempt Information:</b>	No

### 1 Summary

- 1.1 The report seeks approval to adopt the proposed Community Safety Strategy 2021-23, providing an overview of the issues impacting upon communities across the borough and setting out how the Council and partner agencies seek to resolve long standing issues.
- 1.2 Each Community Safety Partnership must have an overarching Strategic Plan and associated action plan. The Strategic Plan sets out how the Community Safety Partnership will assess and act upon issues relating to crime and disorder across the borough over a three year timescale. The partnership not only determines resource allocation in a coordinated way, but also looks for future threats and current trends.
- 1.3 The strategy seeks to set out a direction of travel and key functions of the Community Safety Partnership. Upon approval of the strategy, an annual Community Safety Action Plan will be compiled and reviewed by the partnership to allow focused action and resource deployment for the forthcoming year

## 2 Recommendations

### That Cabinet:

- 2.1 Notes the content of the Report and the ongoing contribution of the Community Safety partnership to ASB issues across the borough; direction of travel for the Community Safety Partnership
- 2.2 Recommend to Council that the proposed Community Safety Strategy 2021-24 be approved.

## 3 Reason for Recommendations

3.1 The Council's Corporate Strategy 2020-24 commits to two key priorities which impact upon the Community Safety Strategy:

- Excellent services impacting positively on our communities (Priority one)
- Connected and led by our community (Priority six)

The strategy seeks to enable the Council and partner agencies to be able to deliver community focused services in an efficient and effective manner, meeting the needs of our diverse and complex communities.

3.2 Section 6 of the Crime and Disorder Act 1998 sets out the requirement for responsible agencies, including Melton Borough Council, to work together in formulating and implementing a strategy to tackle crime and disorder in the area.

3.3 Additionally, the Crime and Disorder (Formulation and Implementation of Strategy) (Amendment) Regulations 2012 set out the requirement for Community Safety Partnerships to share such strategies with the Office of the Police and Crime Commissioner and for these to be reviewed on an annual basis.

3.4 The proposed strategy will replace the existing strategy (2017-20) with a greater focus on services understanding the needs of communities, and seeking to facilitate change from within the community as opposed to externally facilitated service delivery.

3.5 The strategy will also seek to build on the operational focus of the previous strategy (2017-20) by allowing communities to see the services provided by the partnership as part of the fabric of the community where underlying causes of demand and vulnerability can be addressed.

3.6 The strategy also seeks to cement the relationship of partner organisations under one defining approach to service delivery, one of localised services with a strong engagement philosophy.

## 4 Background

4.1 The Community Safety Partnership consists of a range of agencies committed to the reduction of crime and antisocial behaviour alongside impacting upon social and economic drivers for communities. Chaired by the Portfolio Holder for Housing and Communities, the partnership seeks to engage communities to facilitate early intervention work and asset based community management across Melton.

4.2 Operating under the broader strategic umbrella of the Leicestershire Safer Communities Strategic Board (LSCSB), the partnership meets on a quarterly basis to provide an

assessment of issues across the borough, assess actions and allocate resources according to the severity of the issue. The associated Melton Joint Action Group (JAG) is provided direction by the partnership, and undertakes case management and targeted interventions in line with the strategy and action plan. The JAG is the operational arm of the Community Safety Partnership, with issues escalated from the JAG for the awareness and action of the partnership. A JAG tasking mechanism allows for the delegation of targeted issues to the operational team.

#### 4.3 Agencies engaged with the partnership include:

- Melton Borough Council
- Leicestershire Police
- Leicestershire Fire and Rescue Service
- Office of the Leicestershire Police and Crime Commissioner
- Leicestershire County Council
- Leicestershire Probation Service
- Turning Point (Substance Misuse)
- UAVA (Domestic Violence)
- Melton BID

The partnership is designed to provide coordinated service delivery to address issues of crime and disorder, including antisocial behaviour, whilst also addressing wider community safety issues such as deprivation, vulnerability and engagement with services.

## 5 Main Considerations

**5.1** The Community Safety Partnership Strategic Plan seeks to reset the relationship between communities and partnership agencies and has been written to link closely with the Council's Corporate Strategy in particular Priority Six (connected and led by our community) and the priority neighbourhood agenda.

**5.2** The plan is based upon a range of data and information, from public consultation and stakeholder engagement to crime and disorder information and the strategic plans of the OPCC and Leicestershire County Council.

**5.3** The overriding objective of the plan is to ensure that the council and partner agencies know what is happening within our communities, both from an issues perspective and on an individual basis. We will utilise the plan to reinvent our engagement with communities whilst maximising data analysis and information sharing mechanisms, enabling more effective targeting of resources. A greater focus on proactive prevention activities will impact on long term, sustainable change within communities.

**5.4** To maximise engagement, the council and partner agencies will utilise existing assets such as community centres to have a greater presence in priority neighbourhoods and surrounding rural areas to understand the needs of residents and the issues impacting communities. We will identify and community assets and work with voluntary organisations to create an environment conducive to strong engagement and co-production of initiatives.

## **Key areas of focus**

- 5.5** The strategic plan public consultation, alongside stakeholder workshops and alignment with the corporate strategy and Countywide strategic plans provide clear direction to focus the partnership's resource on five key areas:

### **Drug related Crime**

- 5.6** A key issue on both a local and countywide scale, the borough has seen a recent increase in crime associated with drug usage. Whether relating to shoplifting and burglary, vulnerability and safeguarding, the partnership recognises the need to identify key locations and individuals to undertake targeted interventions with residents. This also links to the national and regional agenda regarding County Lines, cuckooing and associated vulnerabilities.

### **Road Safety**

- 5.7** A consistently high priority for residents across the borough, the partnership recognises the need to engage with communities to deliver targeted actions, particularly in speeding hotspots. We will seek to utilise a range of methods to reduce the 'fateful four' (inappropriate speed, drink driving, using a mobile phone and not wearing a seatbelt) on our roads.

### **Violent Crime including Domestic Abuse**

- 5.8** With violent crime having recently increased, year on year across the County, the partnership will work closely with our communities to understand the pressures and issues which can lead to increases in violent crime. We will use data more effectively to identify trends and individuals more effectively, whilst also engaging in a proactive and preventative way with key perpetrators and their networks. The Violence Reduction Network will provide valuable context and expertise in tackling violent crime and further enhance the collaborative impact of resource deployment in this area.
- 5.9** Domestic abuse is a key area of focus for the partnership, particularly as a result of Covid-19 and the associated lockdowns. This will be addressed in line with the recently adopted MBC Domestic Abuse policy.

### **Cybercrime**

- 5.10** Connected to a range of underlying issues such as fraud, mental health and wellbeing, bullying, safeguarding and online criminality, we will seek to undertake meaningful and impactful awareness campaigns alongside working to equip residents and businesses with the tools to stay safe whilst online. This will have a specific focus on youth vulnerability and safeguarding, linking with the education sector to provide a holistic approach to addressing cybercrime.

### **Improved Communication**

- 5.11** As detailed above, the partnership recognises the need to engage with communities and stakeholders on a more effective basis. We will also seek to use alternative methods of communication with our residents such as social media, targeted campaigns and regular updates against the key priority tasks.

## **Key outcomes**

**5.12** A key element of the plan is the annual action plan which sets out individual deliverables and objectives for the partnership to track on a regular basis. The following outcomes will be tracked and reported to Scrutiny Committee on an annual basis:

- A move to localised engagement, using community centres in the priority neighbourhoods
- Improved communication with communities, allowing them to easily interact with our services
- A focus on violence, drug use, rural crime and cyber crime
- To facilitate community led change, ensuring a long lasting impact

Taking a holistic approach to case management providing targeted prevention actions in key neighbourhoods.

## **6 Options Considered**

**6.1** Due to the statutory requirement for a partnership to have a strategic plan, the options are limited to reassessing the key deliverables, priorities and overall approach of the plan.

## **7 Consultation**

### **Public Consultation**

**7.1** A public consultation was undertaken in January and February 2020. This consisted of an online survey and workshops undertaken across the borough. The full assessment of this consultation is included as a background document to the report.

### **Stakeholder workshop**

**7.2** Two stakeholder workshops were undertaken within the consultation phase. These sessions included partner agencies from within the Community Safety Partnership, the Violence Reduction Network, commissioned services and third sector organisations.

**7.3** The priorities and overall approach of the strategic plan has been developed from the outcomes of these workshops and consultation sessions.

**7.4** The Community Safety Partnership has approved the Strategic Plan in full.

## **8 Next Steps – Implementation and Communication**

**8.1** If adopted, the new Strategic Plan will progress to Council for approval on 24 March 2021 and will take effect from 1 April 2021.

## **9 Financial Implications**

**9.1** There are no direct financial implications arising from the report.

**Financial Implications reviewed by: Director for Corporate Services**

## **10 Legal and Governance Implications**

- 10.1** The Crime and Disorder Act 1998 requires Community Safety Partnerships to publish a strategy for reducing crime and disorder in their local area every three years.

**Legal Implications reviewed by: Monitoring Officer**

## **11 Equality and Safeguarding Implications**

An Equality Impact Assessment has been completed and is available as a Background Paper to the report; no significant impacts have been identified. Any issues with tenants who cannot:

11.1.1 read or write;

11.1.2 read or write in English;

11.1.3 read due to being visually impaired,

11.1.4 or will have difficulty with reading the tenancy agreement

will be mitigated through alternative forms of communication e.g. telephone or face to face contact; letters in the person's first language; braille or large print.

## **12 Community Safety Implications**

- 12.1** As detailed within the report.

## **13 Environmental and Climate Change Implications**

No direct implications

## **14 Other Implications (where significant)**

- 14.1** No direct implications.

## 15 Risk & Mitigation

Risk No	Risk Description	Likelihood	Impact	Risk
1	Lack of resource to fulfil the strategic plan	Low	Marginal	Low Risk
2	No engagement from partners	Very Low	Marginal	Low Risk

		Impact / Consequences			
		Negligible	Marginal	Critical	Catastrophic
Likelihood	Score/ definition	1	2	3	4
	6 Very High				
	5 High				
	4 Significant				
	3 Low				
	2 Very Low		1,2		
	1 Almost impossible				

Risk No	Mitigation
1	This is mitigated by the ongoing requirement for the Council partners to address crime and disorder across the borough
2	This is mitigated through the use of Council resource, if necessary, however partner agencies have reiterated their commitment to the strategic plan throughout formulation.

## 16 Background Papers

16.1 Consultation Summary document

16.2 Equality Impact Assessment

## 17 Appendices

### 17.1 Appendix 1 – Draft Community Safety Partnership Strategic Plan

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**Melton Community Safety Partnership  
Draft Strategic Plan  
2021-2024**

## **Introduction to Melton**

Melton Borough is an attractive rural area located in north-east Leicestershire and includes the market town of Melton Mowbray and more than 70 small villages. The town is about 28 kilometres from the surrounding cities of Leicester and Nottingham and the towns of Loughborough and Grantham.

The population for Melton Borough is 52,000. The majority (52%) live in Melton Mowbray and the remainder in the surrounding villages. Melton includes a small proportion of residents from a non-white ethnic background and has an ageing population.

Melton is host to a variety of unique tourist attractions including a weekly cattle market and the annual East Midlands Food Fair, one of the biggest food fairs in the country. The reality of crime and anti-social behaviour levels recorded in the audits and strategic assessments correspond directly to the local perception of crime and strengthens the actuality that Melton is a safe place to live with low crime and disorder levels.

## **About the Partnership**

The Safer Melton Partnership (SMP) formed as a result of the Crime and Disorder Act 1998 which placed a statutory duty on the Police, Local Authority, County Council, Primary Care Trust, Police Authority, Probation Trust and Fire Authority to work together in order to develop and implement a community safety strategy designed to reduce crime and disorder within their local authority area. The partnership also engages with as many local agencies and voluntary groups as possible in order to achieve a truly community-based multi-agency approach to crime reduction.

## **About the Community Safety Plan**

Every three years the partnership is required to produce a three year community safety plan which is informed by an audit of crime and disorder and through consultation with the wider public. The Safer Melton Partnership is required to produce a three year 'rolling' community safety strategy which is reviewed annually through a strategic assessment. Each year the Partnership will prepare a Strategic Assessment to assist in revising the plan and the community safety priorities for Melton.

## **Setting the Partnership Priorities**

This Community Safety Strategy outlines the main priorities for the Partnership, with regard to crime, disorder and other aspects of safety for communities. For each priority the partnership has identified what we want to achieve and how we will work to achieve this. Communities themselves know the issues that affect them the most,

and have a major part to play in making themselves as a community safer. We have worked with communities and neighbourhoods to listen to their concerns and issues and these are reflected in the priorities.

This document also seeks to reset the relationships our services have with communities. We recognise that over recent years, services across the public sector have begun to withdraw from communities. The Safer Melton Partnership has sought the views of communities, partner agencies and stakeholders to ensure that the community is placed at the centre of decision making and service delivery.

In applying a more holistic approach to problem solving, the Safer Melton Partnership will aim to solve deep rooted complexities across individuals and communities.

Partners will continue to use accepted partnership working mechanisms such as SMO meetings, Joint Action Group (JAG operational meetings) and Adults at Risk meetings to manage risk and support those most in need of assistance.

## **Community safety service delivery in Melton**

### **Our communities**

Services from across the Safer Melton Partnership are engaged in supporting residents, businesses, voluntary organisations and community groups in tackling complex issues which can be seen on both a national and local scale and are affecting communities across the nation.

To meet this challenge, services are committed to building on the many successes and positive elements of living in Melton, creating an environment of empowerment, confidence and growth to enable communities to thrive.

Recent engagement across our borough has identified the following pressures:

- Crime and anti-social behaviour
- Underemployment and Social Mobility
- Physical health and mobility
- Mental Health and substance misuse
- Community resilience and organisation
- Educational attainment and future prospects
- Housing quality, cost and availability
- Environmental quality
- Financial stability and welfare reform

These issues are barriers to, and opportunities for, ensuring our communities are thriving and engaged places and require bespoke solutions to be applied to maximise effectiveness. We recognise that a one size fits all approach does not help residents become independent, or assist communities in finding solutions which fit

their precise circumstances. The Partnership therefore needs to be flexible in its approach, and build upon existing strengths within each area of focus.

### **Communities with identity and resilience**

Melton is a community with myriad different identities, faiths, skills, histories, cultures, and circumstances, of great potential and creativity. Harnessing such elements is key in developing engaged and self sustaining communities.

We will adopt an asset based approach to community development, utilising the many positives of each community to facilitate change. We will look to develop both the physical assets of each community, e.g. community centres, alongside the identification of residents or groups of residents, who are committed to supporting others within their community.

The varied 3rd sector and voluntary organisations working in each area will be engaged, alongside community groups, faith groups, housing associations, schools, GP's and public sector partners to ensure that expertise and resources are maximised.

### **Understanding what really matters**

To truly understand what matters to our communities, we need to listen to residents, outside of our organisational silos. This can only be achieved once a position of trust has been established between the Council and the community. A position of trust can only be gained by spending time with, and working alongside our communities.

Specific listening events will be facilitated in each community, in the process identifying individuals who feel empowered to lead a community effort to address any identified issues alongside organisations and agencies. This approach will build a collaborative and sustainable environment for change.

### **Aims and Outcomes**

By adopting this neighbourhood and community orientated approach, we hope to:

***Earn the trust of our communities.*** We will spend time getting to know residents, businesses and organisations, doing so in a non confrontational, open way. We will listen to them, and help solve issues when they arise.

***Utilise community assets.*** Community centres, communal lounges, empty properties, shops, and community halls, amongst others, provide opportunities to connect with communities in new and innovative ways. We will ensure opportunities to work from these bases are maximised.

***Create a sense of ownership.*** We know that it is not possible to solve all issues for everyone on our own. To have long lasting and sustainable communities, we need to

develop solutions from within the community itself, ensuring the community is empowered to identify and solve issues alongside partner agencies.

***Develop a true picture.*** We will not assume that we know what the problems are, or how to solve them. We will rely on local knowledge, and create bespoke solutions in collaboration with stakeholders to define problems and improve situations.

***Improve communication.*** We will not rely on digital engagement to create a rounded picture of our communities, however we will ensure that if someone needs to contact us, they have numerous options available to them. The rich story of our communities will be gained through talking to residents, face to face, ensuring clarity of message.

***Deploy resource more effectively.*** Through understanding the problem, we can react more effectively, aligned to the community itself. We are not stepping back from our responsibilities – if there is an acute issue, or support needed, we will respond – and officers will be empowered to do what is truly required, not just ‘the done thing’.

***Remove organisational barriers.*** We, as a partnership will align our services in order to address issues in the most effective way, so we operate as a single partnership as opposed to discreet parts.

***Intervene early and appropriately.*** Increased knowledge of our communities will allow earlier identification of issues, and therefore early deployment of resource to assist and support residents.

We will not define outcomes at an early stage, as this assumes we know the issues. Outcomes and goals can only be developed in concert with each community, and with shared ownership of such outcomes. This does not, however, mean we will not be accountable for delivery. We will track and measure success, and be accountable for our actions.

### **Measuring Success**

The effectiveness of our actions over the coming years will be measured by the strides taken by each community, and each individual within them. We will develop measures which include a ‘narrative’, or context, and which inform service delivery. We will not ‘benchmark’ against other Community Safety Partnerships, as we recognise that each area is unique and facing its own individual circumstances.

These measures will be developed with the community, and will rely on their testimony.

### **Long lasting impact**

The aim of this blueprint is to create the conditions within our services and communities that will engender long term, sustainable change within our borough.

We wish to help our communities become self sustaining, independent and healthy places, able to engage with public services effectively and efficiently.

## **Partnership priorities**

The Leicestershire Safer Communities Strategic Board (LSCSB) sets the overarching priorities for Community Safety Partnerships across Leicestershire. This includes the Safer Melton Partnership.

The priorities in relation to crime and disorder were agreed by LSCSB in 2018:

- Identify and protect the most vulnerable;
- Reduce crime and fear of crime;
- Reduce incidence and impact of ASB;
- Reduce harm from alcohol and substance misuse;
- Reduce risk of harm to young people from cyber crime and bullying;
- Increase reporting of domestic abuse and protect the most vulnerable; and
- Increase confidence in reporting of hate incidents.

## **Local Priorities**

The forthcoming Violence Crime Bill (2020) is likely to further set out a place based, holistic approach to tackling crime, building on connections within communities to resolve issues. Following an extensive consultation period in early 2020 with communities, voluntary organisation and partner agencies, the Safer Melton Partnership has identified the following aspects of community safety as priorities for the years 2021 to 2023:

### **1. Drug related crime**

Why has this priority been identified?

- Highest polling issue from resident consultation in January 2020.
- Significant partnership resource directed towards preventing and policing issue across Melton in 2020/21.

### **2. Road safety**

Why has this priority been identified?

- Highest polling issue for rural communities across the borough.
- Complements ongoing road safety and speeding awareness programmes being delivered by partner agencies.

### **3. Violent crime**

Why has this priority been identified?

- People carrying knives and knife crime was identified as a priority for young people through the 2020 consultation
- Violence Reduction Network established to address these issues across Leicestershire and specifically Melton.
- Recent increase in violent crime statistics in Melton

#### **4. Cybercrime**

Why has this priority been identified?

- Growing area of focus amongst partner agencies with a view to future crime trends
- Key area of focus amongst young and vulnerable groups

#### **5. Communication/ engagement with communities**

Why has this priority been identified?

- Key focus of Community Safety Partnership agencies
- Clear guidance from consultation that information regarding services is shared with the public.

### **Effective Partnership Structure**

Safer Melton Partnership is committed to ensuring that the partnership is the most effective vehicle for delivering crime reduction in the borough of Melton. Therefore the partnership has developed an improvement plan which incorporates the key aspects that underpin effective partnership working. This improvement plan will be revised annually and will be managed by the Community Safety Partnership.

### **Delivering Priorities**

Each of the priorities identified within this 3 year plan are supported by detailed action plans which outline appropriate initiatives, timescales, lead organisations and measures of success. Each action plan will have a designated owner whose responsibility is to regularly monitor performance through an agreed performance management framework to ensure successful delivery.

### **Working Countywide**

By working with other partnerships and agencies as part of the Leicester, Leicestershire and Rutland Community Safety Programme Board the partnership aims to use resources effectively in order to achieve the best outcomes for those who live in, work in and visit Melton, and Leicestershire as a whole. Where possible the SMP also works closely with other partnerships across smaller areas on common issues.

## **Partners**

The Safer Melton Partnership is made up of a number of agencies, some of which are required by law to work together to reduce crime and disorder.

The statutory agencies responsible for the work of the partnership are:

- Melton Borough Council
- Office of Police & Crime Commissioner
- Leicestershire Constabulary
- Leicestershire Police Authority
- Leicestershire County Council
- Leicestershire & Rutland County Primary Care Trust
- Leicestershire Fire & Rescue Authority
- Leicestershire & Rutland Probation Trust

Other non-statutory agencies who are involved and contribute to the work of this partnership include:

- Leicestershire & Rutland Probation Service
- Leicestershire Youth Offending Service
- Leicestershire Early Help Service
- Local Businesses – Pubwatch & SMART
- Melton Learning Hub/Voluntary Action Melton
- Melton Town Estate
- Melton Parish Councils
- Me & My Learning
- Leicestershire Neighbourhood Watch Associations
- ASRA Housing
- East Midlands Housing Association
- Demotford Housing Association
- Axiom Housing
- Muir Housing Group

Other relevant organisation and agencies also support the partnership in tackling crime and disorder in Melton.

## **Contribution of partners**

Each statutory partner within the Partnership agrees to:

- Participate in the strategic development, performance management and delivery of the partnership's priorities and actions.
- Incorporate priorities and actions from the Community Safety Plan, as relevant, into their own plans, and therefore provide appropriate mainstream resources to deliver these priorities and actions.



- Provide appropriate attendance to and involvement in the partnership's delivery structure to enable it to function effectively.
- Share data and information in accordance with the Partnership and Leicestershire County Information Sharing protocols for the prevention of Crime and Disorder to the benefit of the communities within the Borough of Melton.
- Ensure their duties to consider the impact of their actions on Community Safety under Section 17 of the Crime & Disorder Act 1998 are fulfilled by their organisation.
- Ensure the partnership receives full support from their organisation

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## Annual Equalities Report

<b>Corporate Priority:</b>	Excellent Services positively impacting on our communities. Connected with and led by our community (outward)
<b>Relevant Ward Member(s):</b>	All
<b>Date of consultation with Ward Member(s):</b>	N/a
<b>Exempt Information:</b>	No

### 1 Summary

- 1.1 This report seeks to provide an update to Council on the progress against our Equality objectives and the work undertaken to meet our public sector equality duty as required by equality legislation, including compliance with the Equality Act 2010, Human Rights Act 1998, the Public Sector Equality Duty. This is demonstrated through progress measured against the Council's Equalities Action Plan.

### 2 Recommendation(s)

#### That Council:

- 1. Notes and comments as appropriate on the progress made in meeting the Council's equalities duties and commitments as outlined in this report**

### 3 Reason for Recommendations

- 3.1 The Council publishes a Single Equality Scheme (SES) which covers all our legal duties as required by The Equality Act 2010. The SES sets out the Council's objectives and approach to advancing equality and diversity, fostering good relations and in tackling discrimination, harassment and victimisation. The current scheme was approved by Council in December 2019 and covers the period 2020-2024.
- 3.2 As the Single Equality Scheme is included within the Council's Constitution, updates against progress and changes to the scheme is required to be presented to full Council for approval.

## 4 Background

- 4.1 The Council is required by legislation to set one or more specific equality objectives every four years through the Single Equality Scheme (SES). The current approved SES covers the period 2020-2024.
- 4.2 The 4 Equality Objectives for the period 2020-2024 are set out below:
- a) Objective 1: Engage and communicate in appropriate and accessible ways
  - b) Objective 2: Develop and support a diverse workforce (being recognised as an employer of choice)
  - c) Objective 3: Ensure services are in place or commissioned which are inclusive and responsive
  - d) Objective 4: Foster good relations with and within the community (understanding difference and celebrating diversity)
- 4.2.2 The Equality Scheme's main delivery mechanism is through the Action Plan which is based on a number of actions designed to deliver the four objectives noted above.
- 4.2.3 The report considers the progress to date against the 4 objectives. Progress against each objective is included within the Action Plan (Appendix 1 ED Action Plan)

## 5 Main Considerations

### **Covid 19 impact and other in-year impacts**

- 5.1 This year has of course seen significant pressure put on local authorities due to the urgent response needed due to the Covid 19 pandemic. Naturally, delivery of a number of actions in the Equalities Action Plan have been impacted by the redirection of resources that has been necessary.
- 5.2 A report on disparities in the risk and outcomes from COVID-19 was published in June 2020 by Public Health England, uncovering the impact Health Inequalities may have on Coronavirus outcomes. This report specifically highlighted that those from BAME communities are twice as likely to die from a COVID-19 infection. The report mentions that the impact of COVID-19 has replicated existing health inequalities and in some cases increased them.
- 5.3 Additionally, the report states that the results of this review need to be widely discussed and considered by all those involved in and concerned with the national and local response to COVID-19. They advise that key policies should be adapted and wherever possible mitigate or reduce the impact of COVID-19 on the population groups shown within the review to be more affected by the infection and its adverse outcomes.
- 5.4 The previous twelve months has seen a number of equality related issues that have arisen both nationally and internationally, including the Black Lives Matter movement.
- 5.5 Black Lives Matter (BLM) made national and international headlines for a large part of 2020, bringing to light the inequality and disadvantage many Black communities face. Whilst no direct reports have been made to our Community Safety Team in relation to BLM, data for December 2019 to December 2020 (inclusive) shows that generally hate crimes have increased across LLR, with Melton seeing a 33% increase in hate with 62% being race related.

## **Public Sector Equality Duty**

5.6 The Public Sector Equality Duty needs to be embedded through the Council - this is achieved by compliance to our policies and procedures. The Duty provides three key areas of focus. These are:

- Eliminate unlawful discrimination, harassment, victimisation and any other conduct prohibited by the Equality Act 2010.
- Advance equality of opportunity between people who share a protected characteristic and people who do not share it.
- Foster good relations between people who share a protected characteristic and people who do not share it.

5.7 Equality Impact Assessments (EIA's) help to demonstrate the Council is meeting the Duty: throughout the year, these have been completed and passed on to our Check and Challenge group. This helps to ensure the Equality Duty is met and allows us to produce evidence, if required, that 'Due Regard' has been paid to new service or changes to existing ones.

## **Corporate Equalities Group and Action Plan**

5.8 The Equalities Steering Group has been changed to a Corporate Equalities Group: the Group is responsible for monitoring the Council's performance against the Single Equality Scheme. The first meeting took place on 3rd February 2021 and new terms of reference for the group were agreed and signed off at this meeting. A copy of the terms of reference is attached as Appendix 2 CEG TOR.

5.9 Taken as a whole, the Equality Action Plan is progressing well, with progress noted for most actions, positively reflecting on the "whole Council" approach to Equality and Diversity. Four specific equality strands were chosen to be championed in 2020. However, these have seen a delay due to Covid 19. These areas will be prioritised for 2021. The four strands are as follows:

- Sexual Orientation - LGBT+
- Neurodiversity
- Gypsy, Roma and Traveller
- Race – Anti Racism Motion

5.10 Council may also wish to be aware that Melton has also had a change in Equality Lead, with services now being shared with North West Leicestershire District Council. This arrangement is working well.

## **Anti Racism Motion**

5.11 An Anti-Racism Motion was passed by full Council in July 2020 - Members agreed to reaffirm the Council's commitment to promoting equality and fairness for all, and condemning any and all forms of racism. The motion will feed into this year's work stream. A programme is currently under development to demonstrate the prevalence of racism in the community and how this can be addressed. It is anticipated that this programme will be rolled out to Officers later this year.

## **Fight For Fairness**

5.12 'Fight for Fairness' is the Government's new stance on Equalities. The Governments three proposed aims are:

- Delivering fairness through modernisation, increased choice and openness.
- Concentrating on research and data, rather than campaigning and listening to those with the loudest voices.
- Taking our biggest and broadest look yet at the challenges we face, including the all too neglected scourge of geographic inequality.

5.13 The Government also proposes four core principles:

- Freedom
- Choice
- Opportunity
- Individual humanity and dignity

5.14 With the new agenda being published imminently, we are likely to see significant and fundamental changes in the way we must deliver Equalities work. Whilst full details are pending, it is likely there will be changes made to the Equality and Human Rights Commission Chair and Commissioners, and the launch of an Equality Hub which will undertake the biggest broadest and most comprehensive equality data project to date. We anticipate a significant shift in the Public Sector Equality Duty, not least because two of the recommendations being considered are: (i) the removal of Unconscious Bias training, and (ii) removing the use of protected characteristics. This work will naturally also be a priority for the coming year.

## **6 Options Considered**

- 6.1 The work detailed in this report forms the response to the Council's statutory duty under the Equality Act 2010, The Human Rights Act 1998 and the Public Sector Equality Duty. Failure to undertake the items contained in this report may leave the Council open to legal challenge.
- 6.2 Council would also need to be aware of the impending proposed changes to the Public Sector Equality which is likely to see a fundamental shift and move away from being solely focused on protected characteristics.

## **7 Consultation**

- 7.1 A full consultation on the 4-year Single Equality Scheme took place prior to its implementation and the results of this were included in the Council report of December 2019.

## **8 Next Steps – Implementation and Communication**

- 8.1 The Corporate Equalities Group will continue to oversee the implementation of the Action Plan.
- 8.2 The Council's Equalities Champion has been designated as Councillor Freer-Jones who will work alongside the Council's Officer lead and the Corporate Equalities Group to monitor delivery of the objectives set out in the Corporate Equalities Policy
- 8.3 Equalities Training will be included in the Member Development Programme which is currently being developed for 2021/22.

## **9 Financial Implications**

9.1 There are no financial implications for the Council as the proposed actions and work are contained within existing budgets.

**Financial Implications reviewed by: Director for Corporate Services**

## **10 Legal and Governance Implications**

10.1.1 Pursuant to the Equality Act 2010, public authorities must have 'due regard' to the need to eliminate unlawful discrimination and consider the potential impact decisions and actions on each of the protected characteristics.

10.2 The Council is required by legislation to set one or more specific equality objectives every four years through the Single Equality Scheme (SES).

**Legal Implications reviewed by: Monitoring Officer**

## **11 Equality and Safeguarding Implications**

11.1 The Equality Scheme and Equality Objectives are specifically designed to address inequalities faced by employees and the community of Melton.

## **12 Community Safety Implications**

12.1 The Council specifically has a duty to 'foster good relations with and within the community' and has a number of actions to help address any community safety issues. The Council in its role as a local leader will set a positive example in relation to promoting diversity and equality issues publicly and proactively.

## **13 Environmental and Climate Change Implications**

13.1 None

## **14 Other Implications (where significant)**

14.1 None

## **15 Risk & Mitigation**

<b>Risk No</b>	<b>Risk Description</b>	<b>Likelihood</b>	<b>Impact</b>	<b>Risk</b>
1	The Council may still fail to meet its equality obligations by failing to follow the identified actions within the plan or failing to give 'due regard' to equality considerations during operational or policy developments.	Very Low	Critical	

		Impact / Consequences			
		Negligible	Marginal	Critical	Catastrophic
Likelihood	Score/ definition	1	2	3	4
	6 Very High				
	5 High				
	4 Significant				
	3 Low				
	2 Very Low			1	
	1 Almost impossible				

Risk No	Mitigation
1	The Corporate Equalities Group is set up to mitigate against this risk and to ensure there is a first point of escalation for concerns relating to our equality obligations.

## 16 Background Papers

16.1 None

## 17 Appendices

17.1 Appendix 1 ED Action Plan

17.2 Appendix 2 CEG TOR

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<b>Chief Officer Contact Details:</b>	01664 504322 acotton@melton.gov.uk



## EQUALITY OBJECTIVES AND ACTIONS TO DELIVER THEM

Action	Step/s required to deliver the action	Responsible Officer	Target date for completion	Update
<b>Equality Objective 1: Engage and communicate in appropriate and accessible ways</b>				
1.1	We provide advice and information in the most appropriate way to meet individual needs.	1) Advertised on our website and also on our Council tax bills along with elections and housing that alternative formats and languages are available on request.  2) Ensuring our website meets with the new accessibility standards for public sector websites.  3) We have a contract for translations and an agreement for alternative formats. When we are reviewing forms we need to make sure we include information about alternative formats and languages.	Communities and Neighbourhoods Manager (Albert Wilson)	Advice regarding alternative access formats is available on the website through the accessibility link. Website is also fully translatable through Google Translate. All Council Tax bills have additional text for the translation an alternative format.  The website has been has been designed to comply with the WAI Guidelines (WCAG 2.0 AA)

## EQUALITY OBJECTIVES AND ACTIONS TO DELIVER THEM

Action		Step/s required to deliver the action	Responsible Officer	Target date for completion	Update
					Forms developed through the IEG4 platform all have the options for alternative formats, however translation is being assessed through discussions with IEG4 currently. The number of translation requests received through customer services will be tracked and reported on going forward.
1.2	Engagement and consultation is accessible to enable people to participate in the decision making process	1) Priority 6 of the new Corporate Strategy is based around engagement ('connected with and led by our community') – we will review the actions that fall under this priority to ensure talks of inclusive	Corporate Engagement Officer (Bradley Fox)		Built into the Priority 6 work is special consideration to reaching out to underrepresented groups to make sure that all voices across the Borough

## EQUALITY OBJECTIVES AND ACTIONS TO DELIVER THEM

Action	Step/s required to deliver the action	Responsible Officer	Target date for completion	Update	
		<p>and accessible engagement.</p> <p>2) Accessibility and inclusivity are present as considerations when a new Engagement Strategy is developed.</p> <p>3) Teams and Officers are encouraged to consider how they can make activities accessible and inclusive. This is done through referring teams to the Engagement Toolkit before undertaking an engagement activity / consultation. Using the toolkit at the early stages (and having clear guidelines / templates around engagement in place) will ensure considerations around equality are understood and then implemented in</p>			<p>are heard and listened to.</p> <p>There has also been thoughts about how we reach individuals, focusing on not just digital approaches to ensure that they are accessible to everyone.</p> <p>These thoughts are going to help underpin the Melton Deal and the way we engage with residents moving forwards across the Council.</p> <p>It is currently in the development stage and should be finalised in the summer (pending</p>

## EQUALITY OBJECTIVES AND ACTIONS TO DELIVER THEM

Action	Step/s required to deliver the action	Responsible Officer	Target date for completion	Update
		<p>the activity.</p> <p>A section in the Toolkit is specifically looking at equality considerations (accessibility / inclusivity / EIA/EIS).</p> <p>4) Explore alternate engagement methods which may lend themselves to reaching broader (thus more inclusive) audiences.</p> <p>Additionally, the potential for the adoption of a new online engagement platform with increased capabilities (not replacing other engagement methods but improving and expanding on our current operations).</p> <p>5) Ensure an effective feedback process</p>		<p>further coronavirus restrictions).</p> <p>Engagement toolkit is scheduled to be update once the Melton Deal has been created as a way of examining the way we engage with people.</p> <p>Most steps are ongoing – so whilst updates on progress can be provided, this action should be continuous; not a one off activity.</p>

## EQUALITY OBJECTIVES AND ACTIONS TO DELIVER THEM

Action		Step/s required to deliver the action	Responsible Officer	Target date for completion	Update
		<p>following consultations – so that reviews can be taken to ensure engagement and consultation is accessible in future activities.</p> <p>6) Review current engagement methods used across service areas. As part of this review, identify ways accessibility / inclusivity can be improved.</p>			
1.3	Consultation informs our equality priorities at Melton Borough Council.	<p>1) Ensure that services plan consultation and engagement into their business planning at an early stage.</p> <p>2) We ensure when engagement activities / consultation occurs the participants / respondents are reviewed to understand if the output is</p>	Corporate Engagement Officer (Bradley Fox)	Ongoing * Whilst updates on progress can be provided, this action should be continuous; not a one off activity	Linked with 1.2 the Melton Deal is looking to challenge the way we work with the community that surrounds us. We will be led by our community and the methods of engagement and consultation are

## EQUALITY OBJECTIVES AND ACTIONS TO DELIVER THEM

Action		Step/s required to deliver the action	Responsible Officer	Target date for completion	Update
		<p>representative of Melton (essential ensure we understand WHO was involved).</p> <p>3) Include a section in the engagement toolkit on equalities, to ensure this is considered through all consultation / engagement activities.</p> <p>4) In order to be able to analyse the engagement activity / consultation's participants we need to ensure the right questions are asked to capture relevant information – so ensure this is built into the development of engagements / consultations.</p>			<p>going to be redeveloped and revolutionised.</p> <p>As with 1.2, the Melton Deal will be targeted at underrepresented groups in aspects to make sure their voices are heard and are embedded in the way we conduct our engagement activities.</p> <p>These may change with the new legislation.</p>
1.4	We continue the work of the 'Prospective Councillor' programme to encourage nominations from protected/underrepresented	<u>Action:</u> Consider interactive training for members. Target date	Democratic Services Manager (Natasha Taylor)		

## EQUALITY OBJECTIVES AND ACTIONS TO DELIVER THEM

Action		Step/s required to deliver the action	Responsible Officer	Target date for completion	Update
	groups.	May 2021.	Legal representative Kieran Stockley		Jul 2022 – build into election Planning
1.5	Staff are empowered to participate in work decisions and in particular those staff from underrepresented groups.	<p><u>Action:</u> Provide Real time Snapshot of staff engagement.</p> <p><u>Action:</u> Consider whether Service Champions group has adequate representation from each service area.</p> <p>Via champions group meetings. Attendance monitored and representation from underrepresented groups encouraged.</p>	Senior HR Officer (Clare Bassendine-Matthews)	Ongoing	
<p><b>Equality Objective 2: Develop and support a diverse workforce (being recognised as an employer of choice)</b>  <i>Meeting this objective should enable us to consequently attract and recruit the best talent.</i></p>					

## EQUALITY OBJECTIVES AND ACTIONS TO DELIVER THEM

Action	Step/s required to deliver the action	Responsible Officer	Target date for completion	Update	
2.1	We regularly monitor, analyse and publish employment data in accordance with our statutory duties. (This would include publishing, by end of January each year, the employee profile data on external web pages).	Work with organisation to ensure that individuals are updating their equalities data. Put system in place to report and publish annually.	HR & Communications Manager (Sarah-Jane O'Connor)	31/03/2021	
2.2	We continue developing and maintaining our representative and inclusive workforce.	<p>Attract, recruit and retain individuals with both physical and hidden disabilities in line with Disability Confident Leader status. Ensure job adverts have equalities statement.</p> <p>Monitor the characteristics of those applying for jobs and those being successful.</p>	HR & Communications Manager (Sarah-Jane O'Connor)	Ongoing	This information will be summarised in an end of year report.
2.3	We encourage employees to make us aware of any protected characteristics they may have in order for us to be able to fully support them.	Regular articles in corporate messenger to encourage individuals to update their equalities data.	HR & Communications Manager (Sarah-Jane O'Connor)	Ongoing	Recent exercise to encourage individuals to update their personal data – this will be repeated in



## EQUALITY OBJECTIVES AND ACTIONS TO DELIVER THEM

Action	Step/s required to deliver the action	Responsible Officer	Target date for completion	Update	
				3 years time.	
2.4	The effects of all employment procedures have been assessed, and action has been taken to mitigate any adverse impact identified and to promote equality of opportunity.	Policies reviewed on a three year cycle and consulted on through the check and challenge group. All new or changed policies etc., will be reviewed when the need arises.	HR & Communications Manager (Sarah-Jane O'Connor)	Ongoing	This work has been delayed due to Covid 19.
2.5	Any harassment and bullying incidents are monitored and analysed regularly and that appropriate action is taken to address the issues that have been identified.	Bullying and Harassment policy reviewed every three years using guidance from the EHRC.	HR & Communications Manager (Sarah-Jane O'Connor)	Ongoing Annual review?	None have been reported this year.
2.6	The working environment is accessible.	<u>Action:</u> Ensure adequate representation from the Corporate Asset Team.  <u>Action:</u> HR Manager and Corporate Asset Manager to discuss considering widening the working environment to include all under represented	Facilities Co-ordinator'/ Corporate assets manager. (Sarah Allen and James Morris)		

## EQUALITY OBJECTIVES AND ACTIONS TO DELIVER THEM

Action		Step/s required to deliver the action	Responsible Officer	Target date for completion	Update
		<p>groups.</p> <p>Accessibility audits to be carried out using Building Regulations part M for guidance.</p> <p>Responding to access requests/complaints requests from staff and visitors</p>			
2.7	We provide a range of learning and development opportunities to support councillors and officers in achieving equality objectives and outcomes.	<p><u>Action:</u> HR Manager and Equalities Lead to discuss face to face equalities training imbed in the work place.</p> <p>A variety of e-learning course available on MIKE and equalities forms part of the induction process.</p>	<p>HR/ Democratic Services.</p> <p>(SJC or Clare / Natasha Taylor)</p>	Ongoing	
<p style="text-align: center;"><b>Equality Objective 3: Ensure services are in place or commissioned which are inclusive and responsive.</b></p> <p style="text-align: center;"><i>These actions are referenced in the cross-partnership outcomes framework which can be found in Appendix D of the Equality Scheme 2020-2024. The framework was developed by the Melton People Board to illustrate success indicators using a life course approach. It demonstrates a series of outcomes from pre birth to death that, if achieved, would show what success would look like over the longer</i></p>					

## EQUALITY OBJECTIVES AND ACTIONS TO DELIVER THEM

Action	Step/s required to deliver the action	Responsible Officer	Target date for completion	Update	
<i>term.</i>					
3.1	Undertaking an equality analysis is a key consideration when developing service and employment policies, practices & procedures etc. (This would include actions and appropriate resources have been proposed to mitigate adverse impact and improve equality outcomes where changes in provision have been identified.)	Ensuring continued focus on the completion of Equality Impact Assessments and maintaining an upward trend.  Promote a step change towards consideration of Equality Impact during policy development and not as an “after-thought”.	Leisure, Culture & People Manager (Aysha Rahman) Equalities Lead (Miriam Bentley-Rose)	Ongoing	EIA completion is continuing to improve across all service areas. Director for Housing & Communities regularly promotes during Senior Leadership Team meetings where any gaps during policy updates have been identified.  Equalities impact assessment may need to change fundamentally depending on the guidance coming.
3.2	Using appropriate tools and data more effectively to target people where need is identified.	1) The target audience of each activity should be considered alongside an	Corporate Engagement Officer	Ongoing * Whilst updates on	

## EQUALITY OBJECTIVES AND ACTIONS TO DELIVER THEM

Action	Step/s required to deliver the action	Responsible Officer	Target date for completion	Update	
		<p>EIA, where it can be identified if specific groups will be impacted.</p> <p>2) Mosaic is used to define an audience in the development stage (to ensure the appropriate people are targeted effectively).</p> <p>3) Mosaic is used in the reflection / analysis / review stage, so that we can take forward learnings and identify best practice where appropriate.</p> <p>4) Identify relevant data sets &amp; information.</p> <p>5) The identified data and information is made available to staff, in order to support the assessment and monitoring of local needs, identify key</p>	(Bradley Fox)	<p>progress can be provided, this action should be continuous; not a one off activity</p>	

## EQUALITY OBJECTIVES AND ACTIONS TO DELIVER THEM

	Action	Step/s required to deliver the action	Responsible Officer	Target date for completion	Update
		equality gaps & priorities and inform corporate policy/strategy, equality objectives and service planning – this can then be leaned on to complete EIAs and inform activities, strategies and services.			
3.3	Mechanisms are in place to ensure that service equality objectives are delivered by contractors, partners and providers through good contract management, and that they are monitored effectively to ensure they continue to be appropriate and accessible.	<p>The WPU will promote service equality objectives being considered as part of any procurement process, by including this as a question within the PID 2020. This will prompt the Council Officer to ensure details of the objectives are within the specification as Key Performance Indicators, detailing what is to be measured, how often and the format information is to be provided in.</p> <p>Following award of the</p>	Corporate Services Manager (David Scott)	Completed	The PID has been updated to promote service and corporate equality objectives being considered as part of any procurement process (by including this as a question). This will prompt the Council Officer to ensure details of the objectives are within the specification as Key Performance Indicators, detailing

## EQUALITY OBJECTIVES AND ACTIONS TO DELIVER THEM

Action	Step/s required to deliver the action	Responsible Officer	Target date for completion	Update
				<p>what is to be measured, how often and the format information is to be provided in.</p> <p>As well as being added to the PID, this has also been added within the Specification template available to Council Officers (Welland portal).</p> <p>Following award of the Contract, the Contract Manager is responsible for monitoring the overall performance of the contract as well as identifying any risks (and ensuring appropriate contingency</p>

## EQUALITY OBJECTIVES AND ACTIONS TO DELIVER THEM

Action	Step/s required to deliver the action	Responsible Officer	Target date for completion	Update
				<p>measures are in place). Part of this will be to ensure that the service equality objectives are delivered and monitored effectively. Welland Procurement developed and published Contract Management, which highlights mechanisms for this. This training has been made mandatory for 54 members of staff at the Council (via MIKE).</p> <p>A Guide to Contract Management has also been introduced, which has been published on MIKE alongside</p>

## EQUALITY OBJECTIVES AND ACTIONS TO DELIVER THEM

Action		Step/s required to deliver the action	Responsible Officer	Target date for completion	Update
					the training, as well as on the Welland Portal.
3.4	When any changes in policy takes place we consider the needs of our residents so they are not socially, digitally and financially excluded.	<p>This will be addressed naturally through EIA completion and members of the Check and Challenge group.</p> <p>Promote a step change towards consideration of Equality Impact during policy development and not as an “after-thought”.</p>	<p>Leisure, Culture &amp; People Manager (Aysha Rahman)</p> <p>Equalities Lead (Miriam Bentley-Rose)</p>	Ongoing	See 3.1
3.5	Human Rights issues are considered and addressed when delivering services to customers and clients.	Consider impact on Human Rights issues during EIA check and challenge and when advising colleagues on service delivery in relation to Equalities.	<p>Leisure, Culture &amp; People Manager (Aysha Rahman)</p> <p>Equalities Lead (Miriam Bentley-Rose)</p>		Consider booking in refresher training for Corporate Equalities Groups members as part of Check and Challenge process.
3.6	<p><b>Ageing Well</b></p> <p>Ensure that services are currently in place for ageing well, through a variety of health/physical activity interventions targeting the most in need groups (e.g. obesity, inactivity &amp; mental health).</p>	Promote, maintain and sustain investment into our early intervention services such as Sport & Health, Community Grants and Case	<p>Leisure, Culture &amp; People Manager (Aysha Rahman)</p> <p>Equalities Lead (Miriam Bentley-</p>	Ongoing	Addressed on an ongoing basis. Policies and Strategies in place to ensure this is part of our day to



## EQUALITY OBJECTIVES AND ACTIONS TO DELIVER THEM

Action		Step/s required to deliver the action	Responsible Officer	Target date for completion	Update
	<p>This is through referrals from other service areas. Services include; Falls Prevention Classes, Walking Groups, &amp; Low Impact Seated Exercise for Older People. Also a variety of interventions for Children (e.g. Music &amp; Movement) &amp; Adults (Walking Football, GP Exercise Referral) and (Inclusive Multi Sport Programme). Links to services can be found at <a href="https://www.meltonsportandhealth.org.uk/">https://www.meltonsportandhealth.org.uk/</a></p>	<p>Management.</p> <p>Increase referrals to such services through wider promotion both within the Council and to our external partners.</p>	Rose)		<p>day operations e.g. Community Grants; Sport and Physical Activity Strategy; Commissioning Plan Applications when drawing down PHE funding.</p>
3.7	<p><b>A proactive approach to the management of need from our most vulnerable residents</b></p> <p>Co-ordinating a joined up approach to service delivery with our statutory, voluntary and community sector partners. Moving beyond reactively responding to presenting issues and identifying root causes early on.</p>	As 3.6	<p>Leisure, Culture &amp; People Manager / Senior Housing Manager</p> <p>(Aysha Rahman and Jodie Archer)</p>		<p>Melton already has a people focused and supporting residents infrastructure in place. This has proved to be instrumental in how quickly we were able to mobilise our Community Support Hub in response to the Covid 19 Pandemic.</p>

## EQUALITY OBJECTIVES AND ACTIONS TO DELIVER THEM

	<b>Action</b>	<b>Step/s required to deliver the action</b>	<b>Responsible Officer</b>	<b>Target date for completion</b>	<b>Update</b>
3.8	<p><b>Priority neighbourhoods</b> To ensure that resources and services continue to develop and improve, Melton's Housing and Communities Team will involve residents in identifying what fundamental changes need to be made to influence and change issues that people have within their communities. We want residents to influence how they wish to regenerate the area where they live, socialise and work. We will also ensure that underrepresented groups are supported in this process.</p>		Communities and Neighbourhoods Manager (Albert Wilson)		Neighbourhood Support Officer now recruited. Pandemic has had an impact, and will continue to do so regarding engagement with communities, however exploratory work is being undertaken currently
3.9	<p><b>Home seekers</b> As homelessness is increasing at a national level, we aim to implement and maintain services which ensure that no potential or current home seeker is treated less favourably on the grounds of any of the protected characteristics. We will also seek to ensure that all applicants who may have difficulty in engaging with the service receive the help and assistance they require.</p>		Communities and Neighbourhoods Manager (Albert Wilson)		Allocations Policy is currently being reviewed for launch in 2021/22. Insurances regarding protected characteristics will be reassessed through this policy update. New CBL system does record protected characteristics.

## EQUALITY OBJECTIVES AND ACTIONS TO DELIVER THEM

Action		Step/s required to deliver the action	Responsible Officer	Target date for completion	Update
					This information will be used alongside existing PI's to provide a richer picture of the individuals applying for our housing stock.
<b>Equality Objective 4: Foster good relations with and within the community (understanding difference and celebrating diversity)</b>					
4.1	The Council in its role as a local leader will set a positive example in relation to promoting diversity and equality issues publicly and proactively.		SLT		Equality issues are taken seriously by the Council's Senior Leadership Team (SLT); the Council's Equalities group is chaired by the Director for Housing and Communities. Equality issues are taken into account at SLT meetings and all reports are subject to EIA. The Council demonstrated its

## EQUALITY OBJECTIVES AND ACTIONS TO DELIVER THEM

Action		Step/s required to deliver the action	Responsible Officer	Target date for completion	Update
					role as local leader in supporting the anti racism motion at council.
4.2	MBC and its partners have a strong understanding of the quality of relations between different communities and collectively monitor relations and tensions. (This included actively promoting the importance of reporting all hate incidents related to age, disability, gender identity, race, religion / belief or sexual orientation)		Communities and Neighbourhoods Manager (Albert Wilson) Anti-Social Behaviour Officer Awf Alali		Hate incidents are reviewed through the Community Safety Partnership and Joint Action Group. A recent increase in hate related incidents have led to increased work in schools regarding gender identity and race in particular.
4.3	Harassment and hate crimes are monitored and analysed regularly, and appropriate action is taken to address the issues that have been identified.		Communities and Neighbourhoods Manager (Albert Wilson) Anti-Social Behaviour Officer Awf Alali		As Above.
4.4	It is recognised that anti-social behaviour is both a cause and effect of other vulnerabilities such as substance misuse, abuse, mental		Communities and Neighbourhoods Manager (Albert		This is a methodology which sits across a

## EQUALITY OBJECTIVES AND ACTIONS TO DELIVER THEM

Action	Step/s required to deliver the action	Responsible Officer	Target date for completion	Update
<p>health issues etc. Housing and Communities (together with its partners) will oversee this demand in a more holistic way looking at the root causes and demonstrating a more qualitative overview for Melton.</p>		<p>Wilson) Anti-Social Behaviour Officer Awf Alali Case Management Lead Laura Swift.</p>		<p>number of areas including ASB, tenancy management and Case Management. A key element of this is to not only look at the presenting demand but also the underlying situation of each demand received. The Strategic Change consultant is reviewing the end to end process through Customer Services and into back office services.</p>

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## Corporate Equalities Group Terms of Reference January 2021

### 1. Purpose of the Steering Group:

**1.1.** The purpose of the Corporate Equalities Group is to support Melton Borough Council with its commitment to integrate Equality and Diversity throughout its services and to help secure its vision of creating stronger, more resilient communities.

**1.2.** The Corporate Equalities Group will monitor the council's performance in relation to equality and diversity. This means helping to ensure that Melton Borough Council meets the General and Specific duties under the Equality Act 2010, and that equality, diversity and human rights is actively promoted, communicated and managed for both our wider local communities and our internal workforce.

**1.3.** The Corporate Equalities Group does not however have the accountability for achieving equality and diversity performance. Individual accountabilities rest with the Council's executive directors and assistant directors, with collective accountability with the Council's Corporate Boards and Committees.

### 2. Responsibilities of the Corporate Equalities Group:

- To steer the delivery of the Council's aspirations and obligations in relation to equality and diversity
- To ensure E&D requirements are suitably addressed within the organisation by continually raising awareness and reinforcing the message that E&D is "everyone's business" by helping to embed equality in the following organisational activities; service planning and delivery, procurement, workforce recruitment, development and retention.
- To facilitate communication, debate and dialogue at a strategic and service level relating to equality and diversity issues.
- Share and exchange information, advice and guidance across the Council to staff and Elected members to help raise awareness regarding existing equality and diversity issues and considerations and new issues which may potentially arise in the future.
- Use the expertise within the group to find practical solutions to any barriers that may present themselves in delivering the Council's aspirations and obligations around equality and diversity.
- Plan and monitor achievement or otherwise of equalities priorities, objectives and E&D targets.
- To share consultation work with the group, in particular the methodology and approach used.
- To monitor progress of equality impact assessments.
- To influence the Council's training plan for equalities.
- To assist the Council in responding to Government consultation, guidance and policy on equalities and community cohesion.

### 3. Composition of the Steering Group:

3.1 To ensure that E&D is deeply embedded in everything we do, the Council has made promoting equality and diversity part of everyone's job'. Therefore the Corporate Equalities Group will be chaired by Director Andrew Cotton.

3.2 Membership of the group is open to staff from any area across the Council but should reflect a broad cross-section of experience, knowledge and interests, preferably drawn from all of the separate Directorates across the organisation.

3.3 The Corporate Equalities Group will comprise a maximum of 15 full members whose nomination must be approved by their managers..

3.4 Current membership includes;

Name	Role
Andrew Cotton	Director of Housing and Communities
Councillor Alison Freer-Jones	Portfolio Holder
Bradley Fox	Corporate Engagement Officer
Albert Wilson	Communities and Neighbourhoods Manager
Aysha Rahman	Leisure, Culture and People Manager
Natasha Taylor	Democratic Services Manager
Awf Alali	Anti-Social Behaviour Officer
Jodie Archer	Senior Housing Manager
Laura Swift	Case Management Lead
Lee Byrne	Regeneration Manager
Louise Parker	Development Manager
Nichola Oliver	Customer Services Team Leader
Ryan Ebdale	Community Policy Officer
Sarah Legge	Local Plans Manager
Sarah-Jane OConnor	HR and Communications Manager
Miriam Bentley-Rose	Equalities Advisor

### 5. Work Plan and Meetings:

5.1 The Corporate Equalities Group will agree an Annual Improvement Plan which will be submitted to the Corporate Leadership Team for discussion and approval.

5.2 The Corporate Equalities Group will monitor progress against the Plan at each meeting and will report on a quarterly basis to the Corporate Leadership Team.

5.3 The Corporate Equalities Group will meet quarterly.

5.4 Dates of meetings to be agreed in advance for the year.

5.5 The Chair will approve the agenda of all meetings and it will be circulated to members at least five days before the meeting together with any supporting papers

5.6 The agenda will contain, but is not limited to, the following standing items:



- Review of actions from previous meetings
- Approval of minutes of previous meetings
- Progress against Annual Equality Improvement Plan
- Review of equality objectives
- Relevant updates and reports from / to the Corporate Leadership Group

**5.7** The draft Minutes of the meetings will be recorded, circulated within five days of each meeting and formally agreed at the next meeting.

## **6. Reporting Arrangements**

**6.1** The minutes of the Corporate Equalities Group will be formally recorded and available on the Q drive, links will be sent out when minutes are ready to view.

**6.2** The Corporate Equalities Group will review its output, working methods and terms of reference annually and report to Corporate Leadership Team.

**6.3** Terms of Reference must be reviewed annually.

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Helping people | Shaping places



## Council

24 March 2021

**Report of:** Cllr Ronnie De Burle  
Portfolio Holder for Corporate Finance and Resources

### Pay Policy Statement

<b>Corporate Priority:</b>	Ensuring the right conditions to support delivery (inward)
<b>Relevant Ward Member(s):</b>	N/A
<b>Date of consultation with Ward Member(s):</b>	N/A
<b>Exempt Information:</b>	No

#### 1 Summary

- 1.1 The Localism Act 2011 requires the Council to prepare a Pay Policy Statement each year. The Pay Policy Statement must articulate the Council's approach to a range of issues relating to the pay of its workforce and must be published on the website by the 31 March each year
- 1.2 There are no significant changes to the policy statement from the previous year. The policy statement is attached at Appendix A

#### RECOMMENDATION(S)

**That Council:**

- 1. Approves the attached Pay Policy Statement for 2021/22 at Appendix A for publication on the website.**

#### 2 Reason for Recommendations

- 2.1 Under Section 112 of the Local Government Act 1972 the Council has 'the power to appoint officers on such reasonable terms and conditions as the Authority thinks fit'. The Transparency Code, published by the Department for Communities and Local Government (DCLG), contains legal requirements to publish specific legal, organisational and salary information as follows:
  - The Pay Multiple and median earnings information must reflect a particular date in the year (in this case the Council's annual Pay Policy Statement update as at 1st February each year), and include all elements of remuneration, not just taxable earnings. This

includes base salary, variable pay allowances and any bonuses or payments in kind but excluding pension

- A list of the number of employees with remuneration above £50,000, presented within brackets of £5,000, with job title and the functions and the services for which they are responsible. This information is contained and kept updated on the website
- Any employees earning in excess of £150,000 must be named. In this Council this does not currently apply.
- An organisation chart for the top 3 organisational tiers must be published. A chart reflecting the Council's current senior structure, indicating where posts are filled on a temporary rather than permanent basis and where these are vacant, is available on the public website.

### **3 Background**

- 3.1 Under Section 112 of the Local Government Act 1972 the Council has 'the power to appoint officers on such reasonable terms and conditions as the Authority thinks fit'.
- 3.2 Legislation and supporting Government guidance, identifies the statutory contents of a Pay Policy Statement and how it should be presented.
- 3.3 Section 38 of the Localism Act 2011 Act sets out the requirement for Local Authorities to publish annual Pay Policy Statements. Additional requirements contained in section 40 of the Localism Act are set out further national guidance.
- 3.4 The core requirements of the provisions of the Localism Act are that a Pay Policy Statement (PPS) must set out the Authority's policies relating to senior salaries, remuneration and pay multiples, including the:
- Remuneration for its lowest paid employees
  - Definition used for this group and the reason for adopting this definition
  - Relationship between Chief Officer remuneration and that of other staff
  - Pay multiple relationship between the highest earnings and the lowest earnings and between the median earnings figure for the whole authority workforce.
- 3.5 The Act defines Chief Officer remuneration as the level and elements of remuneration for each Chief Officer. The definition of a Chief Officer adopted by the Act, as defined by the Local Government and Housing Act 1989 currently applies to the Councils Chief Executive and Directors.

### **4 Main Considerations**

- 4.1 All mandatory requirements of the relevant legislation as set out in both the Act and the Code have been reflected in the Council's updated Pay Policy Statement for 2021/22

### **5 Options Considered**

- 5.1 The statement is a statutory requirement and therefore if it is not provided the Council would not be undertaking its requirements under the Localism Act

### **6 Consultation**

- 6.1 The Senior Leadership Team and Joint Staff Working Group (including recognised Trade Union representatives) have been previously consulted on policies included in this statement.

## **7 Next Steps – Implementation and Communication**

- 7.1 The Pay Policy Statement must by law be approved by Council in advance of the financial year to which it relates and must be published in the public domain on the Council's website by 1st April each year.

## **8 Financial Implications**

- 9 There are no direct financial implications as a result of this report. All financial matters have been taken into account in relation to pay and future pay awards.

**Financial Implications reviewed by: Director for Corporate Services**

## **10 Legal and Governance Implications**

- 10.1 The body of the report sets out the statutory basis for the requirement to have a Pay Policy under the provisions of the Localism Act 2011.
- 10.2 Following the implementation of the Localism Act 2011 the Council is required to agree a written Pay Policy on an annual basis. The Pay Policy sets out the specific information on the relationship between the highest and lowest paid employees in the Council and principles associated with the payments and remuneration packages of Chief Officers both during and on termination of employment.
- 10.3 Any decisions relating to the pay and remuneration of Chief Officers must comply with the Pay Policy Statement in place at the time for that financial year and whilst the Statement can be amended in year as required, any changes must be subject to the approval of Council. Failure to do so would be contrary to the Council's Statutory Duty under the Localism Act and may result in legal action being taken against the Council.
- 10.4 Supplementary guidance to the Localism Act; Local Government Transparency Code 2014 issued by the Department of Communities and Local Government sets out the requirements for calculating the pay multiple and further publication of senior salaries which the Council has implemented.
- 10.5 Under the terms of the Accounts and Audit Regulations 2015 the Council should publish on its website information about its most senior officer's pay, including information relating to the Chief Executive and Directors.

**Legal Implications reviewed by: Monitoring Officer**

## **11 Equality and Safeguarding Implications**

- 11.1 The Council is committed to ensuring that the remuneration of employees is fair and equitable. This is supported through the Pay Policy Statement. The Council's pay and grading structure is determined through Job Evaluation as a mechanism to ensure the consistent evaluation of the relative value of job roles across the Council. This in turn ensures a fair, open and transparent pay structure that supports the equal treatment of all employees in respect of their pay, terms and conditions; is compliant with Equal Pay legislation and Single Status requirements
- 11.2 The Pay Policy Statement includes information on the Gender Pay Gap. There is no legal requirement to publish the result of the Gender Pay Gap due to the size of the Council ie under 250 employees however calculating this information is considered best practice. It does show that there is a percentage gap between the pay for males and females and

more work will be undertaken to understand this in more detail and put measures in place to reduce the gap where it can.

11.3 There are no safeguarding implications as a result of this report.

## 12 Community Safety Implications

12.1 There are no Community Safety implications as a result of this report

## 13 Environmental and Climate Change Implications

13.1 There are no environmental and climate change implications as a result fo this report

## 14 Other Implications (where significant)

14.1 There are no other implications

## 15 Risk & Mitigation

Risk No	Risk Description	Likelihood	Impact	Risk
1	Of non-compliance by not publishing the Pay Policy Statement	3	2	

		Impact / Consequences			
		Negligible	Marginal	Critical	Catastrophic
Likelihood	Score/ definition	1	2	3	4
	6 Very High				
	5 High				
	4 Significant				
	3 Low		1		
	2 Very Low				
	1 Almost impossible				

## 16 Background Papers

16.1 There are no background papers

## 17 Appendices

17.1 Appendix A Pay Policy Statement

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# Pay Policy Statement 2021/22

# Pay Policy Statement 2021/22

## Introduction

As a responsible employer Melton Borough Council is committed to delivering a fair, equitable and transparent policy covering pay and other benefits. It aims to attract, motivate and maintain people who will work in line with the core values to deliver the Corporate Priorities through an appropriate pay and benefit package.

The Localism Act 2011 (the Act) requires the Council to prepare a pay policy statement each year. 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 methods by which salaries of all employees are determined
- the detail and level of remuneration of the Council's most senior employees
- the remuneration of the Council's lowest-paid employees, and
- the relationship between the remuneration of chief officers and those employees who are not chief officers.

### **1. Remuneration of employees**

- 1.1 For employees subject to the "National Agreement on Pay and Conditions of Service of the National Joint Council for Local Government Services" (known as the "Green Book"). The national pay spine ends at SCP 43 but the Council has locally extended this to SCP 54. This pay spine is divided into 15 pay bands, which contain between two and five incremental points. Band 2 is the lowest and Band 16 is the highest of these pay grades.
- 1.2 As part of national pay negotiations in 2018, a review of the pay spine was undertaken. This has resulted in the lowest point, point 1 starting at £9.25 per hour - £17,842 pa.
- 1.3 The Band of a post is determined through Council's job evaluation scheme which directly establishes the relative levels of posts according to the requirements, demands and responsibilities of the role. The evaluated score will determine the banding level paid within a locally agreed banding structure. The Council presently use the Local Government Single Status Job Evaluation Scheme (the NJC scheme) to evaluate all posts with the exception of the Chief Executive and Directors.
- 1.4 The Council presently adopts the national pay bargaining arrangements in respect of the revision of pay spines
- 1.5 All other pay related enhancements and payable allowances/expenses are the subject of either nationally or locally negotiated and/or determined rates.

## **2. Remuneration of Senior Officers**

- 2.1 For the purpose of this statement Senior Officers are defined as the Chief Executive and Directors on terms and conditions of employment determined by the JNC for Chief Officers of Local Authorities (or JNC for Chief Executives of Local Authorities) as amended/supplemented or superseded by decisions on conditions of service made by the Council from time to time.
- 2.2 The salary paid to Senior Officers is determined by the Employment Committee. It takes into consideration guidance from the JNC National Framework and market forces through a benchmarking exercise. The Council apply JNC nationally agreed cost of living pay awards.
- 2.3 The Chief Executive is the Council's Head of Paid Service. As at 1 April 2020 the annual full time equivalent (FTE) range for the grade of this post is £101,556 – £112,246. There are six incremental points in the grade and progression through the grade is by annual increment which normally happens on 1<sup>st</sup> April each year.
- 2.4 There are three Directors who report directly to the Chief Executive. As at 1 April 2020 that annual FTE range for the grade of this post is £69,486 - £80,176. There are six incremental points in the grade and progression through the grade is by annual increment which normally happens on 1<sup>st</sup> April each year.
- 2.5 One Director is appointed to deputise for the Chief Executive and receives an annual allowance of £5k for undertaking the additional responsibilities.
- 2.6 The Chief Executive also acts as Returning Officer for all Council elections for which an additional allowance is payable in relation to the overall supervision and ultimate responsibility for the conduct of Council elections. The fee payable is calculated jointly with Leicestershire Electoral Administrators Group, currently based on a set amount for the number of electors for each ward, £56.77 per 500 local government electors or part thereof in a contested election. Elections take place on a 4 year cycle although by-elections may take place at other times.
- 2.7 The role of "Section 151" Officer is currently being undertaken by Director for Corporate Services. There are no additional payments made for this role.
- 2.8 There are three Assistant Directors who report to each of the Directors. Their pay is determined through the council's job evaluation scheme and have been graded as a job family at Band 16 which is the top of the grading scale. As at the 1 April 2020 the salary range for Band 16 was £56,094 to £58,214
- 2.9 The role of Monitoring Officer is currently being undertaken by the Assistant Director for Governance and Democracy and attracts an additional payment of £7k pa

- 2.10 The role of Deputy Monitoring Officer is undertaken by the Democratic Services Manager. The Role of Deputy Section 151 Officer is undertaken by the Corporate Services Manager. Both these roles attract an additional four increments on top of existing salaries.

### **3 General Principals**

- 3.1 New appointments will normally be made at the minimum of the relevant pay scale for the grade, although recruiting managers, in consultation with Human Resources have discretion to offer a higher scale point to secure the best candidate. Access to the Council's Relocation Scheme may also be granted in certain cases.
- 3.2 Progression within each band will normally be by annual increment at 1 April each year subject to;
- Satisfactory performance
  - The top of the band being exceeded
  - Six months service in role

Directors have discretion to advance an individual employee's incremental progression within the band on the grounds of special merit.

- 3.3 The Council does not apply performance related pay or bonuses.
- 3.4 The minimum point of a pay band will not be lower than the maximum point of the preceding band.
- 3.5 Any temporary supplement to the salary scale for taking on additional duties or responsibilities must be approved by a Director in consultation with HR.
- 3.6 From time to time it may be necessary to take account of the external pay levels in the labour market in order to attract and retain employees with particular experience, skills and capacity. Where necessary, the Council will ensure the requirement for such is objectively justified in line with the Market Supplement Policy.
- 3.7 Essential and Casual Car User allowances are paid in appropriate circumstances. These allowances are in accordance with "Green Book" rates.
- 3.8 Subsistence is paid at the rate agreed locally.
- 3.9 Employees who are required to work overtime are entitled to rates outlined in the Overtime Policy. This does not apply to employees paid at band 13 or above or Chief Officer.
- 3.10 Enhancements of night work and bank holidays are paid in accordance with "Green Book" rates.

- 3.11 The Council will reimburse professional fees where it is an essential requirement of the job to be a member of a professional body.
- 3.12 On ceasing to be employed by the council, individuals will only receive compensation:
- a) In circumstances that are relevant ie redundancy
  - b) In accordance with our policy on employer discretions provided by the Local Government Pension Scheme (LGPS)
  - c) That complies with the specific term(s) of a settlement agreement.
- 3.13 Individuals aged 55 years or over who reduce their hours or band (or both) may apply to receive all or part of their LGPS in line with the flexible Retirement Policy.
- 3.14 The Council acknowledges that pay is not the only means of rewarding employees for their work and will look to provide other non-financial incentives to support recruitment and retention of high quality people. This includes good working conditions, flexible working, well being initiatives, generous annual leave and development opportunities.

#### **4 Financial Data**

The current pay levels within the Council define the multiple between the average full time equivalent salary and the Chief Executive as being 4.5:1. The calculation is based on all staff excluding casual and relief staff. The full time equivalent salary is ranked and the salary taken at the midway point which is currently £24,012. The salary of the highest paid earner (the Chief Executive which is £107,970) is then divided by this salary to give the multiplier.

Salary information is correct as at February 2021.

#### **5. Gender pay gap**

There is a legal requirement to publish the gender pay gap in organisations with a headcount of over 250 employees. The current headcount at Council is less than 250 however in line with best practice, the gender pay data has been calculated as follows:

The quartile breakdown of pay shows the proportion of women and men at different pay levels in the organisation. It shows that 72% of the workforce in the lower quartile are women compared with 57% in the upper quartile. The gender make up of the council is 67% women and 33% men.

There is good equal representation of both women and men in the Leadership Team (Chief Executive, Directors and Service Managers) which is made up of 50% women and 50% men. The median pay for this group is even with no gap.

The mean pay of men is £16.49 per hour while the mean pay of women is £13.98. This means that when using the mean average, men at Melton Borough Council are paid 15% more than women.

The median pay of men is £15.94 per hour while the median pay of women is £11.74 per hour. This means that when using the median average, men at Melton Borough Council are paid 26% more than women.