



Meeting	Council
Date and Time	Wednesday, 15th January, 2020 at 7.00 pm.
Venue	King Alfred Conference Chamber, Guildhall, Winchester

NOTICE IS HEREBY GIVEN that an Ordinary Meeting of the Council will be held at 7.00 pm on Wednesday, 15th January, 2020 in the King Alfred Conference Chamber, Guildhall, Winchester and all Members of the Council are summoned to attend.

AGENDA

1. **MINUTES OF THE ORDINARY MEETING OF THE COUNCIL HELD ON 6 NOVEMBER 2019** (Pages 5 - 8)
2. **DISCLOSURE OF INTERESTS**
To receive any disclosure of interests from Members or Officers in matters to be discussed.
Note: Councillors are reminded of their obligations to declare disclosable pecuniary interests, personal and/or prejudicial interests in accordance with the Council's Code of Conduct.
3. **ANNOUNCEMENTS FROM THE MAYOR, LEADER AND CHIEF EXECUTIVE**
4. **QUESTIONS FROM MEMBERS OF THE PUBLIC** (Pages 9 - 12)
To receive and answer and questions from the public.
(Questions must be received in writing by Democratic Services – democracy@winchester.gov.uk – no later than noon on Wednesday 8 January 2020)
5. **TO CONSIDER AND DETERMINE TO FOLLOWING RECOMMENDED MINUTES:**
 - a) **CABINET 23 DECEMBER 2019 COUNCIL PLAN 2020 - 2025 (CAB3207)** (Pages 13 - 26)



RECOMMENDED MINUTE TO FOLLOW

- b) **AUDIT AND GOVERNANCE COMMITTEE - 9 JANUARY 2020 PAY POLICY (AG0018)** (Pages 27 - 44)

RECOMMENDED MINUTE TO FOLLOW

6. **MEMBERS' ALLOWANCES - INTERIM REVIEW OF THE INDEPENDENT REMUNERATION PANEL (CL149)** (Pages 45 - 64)
7. **CHANGES TO COMMITTEE MEMBERSHIPS**
To receive any resignations from committees and to make any necessary reappointments.
8. **QUESTIONS FROM MEMBERS OF THE COUNCIL** (Pages 65 - 100)

LAURA TAYLOR
Chief Executive

Members of the public are able to easily access all of the papers for this meeting by opening the QR Code reader on your phone or tablet. Hold your device over the QR Code below so that it's clearly visible within your screen and you will be redirected to the agenda pack.



7 January 2020

Agenda Contact: David Blakemore, Democratic Services Team Manager
Tel: 01962 848217 Email: dblakemore@winchester.gov.uk

Quorum = 12 members

PUBLIC PARTICIPATION

Members of the public may ask questions of the Leader, Cabinet Members and Committee Chairs at Ordinary Meetings of the Council. The total time allocated for questions by the public shall normally be limited to 20 minutes.

A question may only be asked if notice has been given by delivering it in writing to Democratic Services no later than 5 working days preceding the Council meeting. For example, if the Council meeting is being held at 7pm on a Wednesday then the

question would need to be received by noon on the preceding Wednesday. Please email to democracy@winchester.gov.uk.

FILMING AND BROADCAST NOTIFICATION

This meeting may be recorded and broadcast live on the Council's website. The meeting may also be recorded and broadcast by the press and members of the public – please see the Access to Information Procedure Rules within the Council's Constitution for further information, which is available to view on the [Council's website](#).

DISABLED ACCESS:

Disabled access is normally available, but please phone Democratic Services on 01962 848 264 or email democracy@winchester.gov.uk to ensure that the necessary arrangements are in place.

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Public Document Pack Agenda Item 1

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COUNCIL

Wednesday, 6 November 2019

Attendance:

Councillors Present

Bell (Chairperson)

Achwal
Becker
Bentote
Bronk
Clear
Clementson
Cook
Craske
Cunningham
Cutler
Evans
Ferguson
Fern
Gemmell
Godfrey
Gordon-Smith
Gottlieb
Green
Hiscock
Horrill

Humby
Hutchison
Laming
Learney
Lumby
Mather
McLean
Murphy
Pearson
Porter
Power
Prince
Read
Ruffell
Rutter
Scott
Thompson
Tod
Weir
Williams

Apologies for Absence:

Councillors Brook, Griffiths, Miller and Weston

1. **TO CONFIRM THE MINUTES OF THE ORDINARY MEETING OF THE COUNCIL HELD ON 25 SEPTEMBER 2019**

RESOLVED:

That the minutes of the Ordinary Meeting of the Council held on 25 September 2019 be approved and adopted.

2. **DISCLOSURE OF INTERESTS**

Councillors Hiscock, Humby, Porter and Tod declared personal (but not prejudicial) interests in relation to agenda items due to their role as County Councillors.

3. **ANNOUNCEMENTS FROM THE MAYOR, LEADER OR CHIEF EXECUTIVE.**

The Mayor reported that she had attended the funeral of former Mayor of Winchester, Brian 'Brandy' Blunt. Brandy was a member of the Council from 1989 until 1999 and was Mayor 1996 to 1997. Members stood in silent tribute to his memory.

The Mayor's other recent events had included the Law Sunday Cathedral service on 13 October 2019 where there had been eight High Sheriffs present, including the current High Sheriff of Hampshire, Sarah Le May. The event had been a great celebration of '100 years of Women in Law' with a number of female justices of the peace also in attendance.

The Mayor then reported that Members and representatives of armed forces and other guests would be attending the Remembrance Sunday service at the Cathedral on 10 November 2019. Recruits at Sir John Moore barracks would also be part of the marching contingent. The Mayor then invited all Members to join her together with the officers in commemorating the Armistice on 11 November at 11am from the Guildhall steps.

The Mayor then advised that the annual Mayor's mince pies was to be on Wednesday 11 December between 12noon and 2pm and final arrangements were to be confirmed in due course. The Mayor then announced two of her forthcoming charity events. Firstly, on Saturday 7 December, Hursley Park were to host a special exhibition of 'Hursley Park and the Spitfire' and on Friday 3 January 2020, there was to be a performance of 'the Maddening Crowd' at Hyde Parish Hall.

Finally, the Mayor reminded Members that the Charity Christmas Card shop was now open in the Tourist Information Centre.

The Leader then made two announcements.

The Leader referred to a legal challenge to the Council's award of outline planning permission for the redevelopment of the Station Approach scheme. The Leader advised that marketing of the site to potential developers had been paused until the legal position was clear. The Leader also reminded council that a £5 million grant had been awarded for the scheme from the Local Enterprise Partnership for archaeological investigation and associated public realm work and that this had to be spent by 31 March 2021. This legal challenge meant that the council could no longer guarantee to meet that spending deadline and the LEP would be advised accordingly. The Leader stated that the Council remained committed to supporting the economy of the city, but would now have to do that without the benefit of £5million external funding.

The Leader then announced that the Council had recently been named as the winner in the 'Most Innovative Small Business Friendly Award' category in the Federation of Small Business (FBS) Wessex Local Authority Business Friendly Awards 2019. The Leader referred to the unique events arranged by the Council aimed at supporting smaller businesses and thanked officers for their work in achieving this prestigious accolade.

The Chief Executive announced apologies for the meeting.

The Chief Executive then announced that the Council had now entered the pre election period of purdah until the day of poll on 12 December. As a consequence, the majority of council committees during this time were deferred.

4. **TO ANSWER QUESTIONS (IF ANY) FROM THE PUBLIC PURSUANT TO PROCEDURAL RULE 15.1**

One written question had been received which was presented by a member of the public at the meeting along with an associated supplementary question. The question and the response from the Cabinet Member was subsequently set out in full on the [Council's website](#).

5. **TO CONSIDER AND DETERMINE THE FOLLOWING RECOMMENDED MINUTES:**

a) PLANNING COMMITTEE – 23 OCTOBER 2019
Changes to the process for confirming new Tree Preservation Orders which receive 5 objections or less
 (Report PDC1150 refers)

Councillor Porter, Cabinet Member for Built Environment and Wellbeing, suggested that as the recommendation required changes to be made to the Council's Constitution this proposal would be considered with the upcoming review of the constitution and brought back to council in due course. Following discussion, the Mayor determined it was the will of the Chamber that the recommendations of the Planning Committee would form part of the review of the Constitution and therefore would be brought back to Council in due course.

RESOLVED:

That the Recommendations of the Planning Committee held 23 October 2019 with regard to changes to the process for confirming new Tree Preservation Orders would be brought back to Council in due course as part of the review of the Constitution.

6. **THE MAKING OR TERMINATION OF APPOINTMENTS TO BODIES SET UP BY THE COUNCIL.**

RESOLVED:

That the following changes to committees be noted:

- i. For the Audit and Governance Committee, Councillor Gemmell replace Councillor Weston and Councillor Clementson replace Councillor Gemmell as a deputy member.

- ii. For the Scrutiny Committee, Councillor Craske replace Councillor Tod and Councillor Rutter replace Councillor Craske as a deputy member. Councillor Pearson to replace Councillor Weston as a deputy member.
- iii. For the Health and Environment Policy Committee, Councillor Read replace Councillor Weston as a deputy member.

7. **TO ANSWER QUESTIONS FROM MEMBERS OF THE COUNCIL PURSUANT TO PROCEDURE RULE 15.3.**

20 written questions had been received of which 14 were heard at the meeting along with associated supplementary questions. All questions are set out on in full on the [Council's website](#), together with responses from the relevant Cabinet Member.

The meeting commenced at 7.00 pm and concluded at 8.00 pm

The Mayor



COUNCIL MEETING – 15 January 2020

Questions by the Public
under Council Procedure Rule 15(1)

- Each questioner will have 2 minutes in which to ask their question. The order of the questions to be asked is as set out below and an officer will pass a microphone to the questioner when their name is called by the Mayor.
- Please note that following the response given by the Councillor, the questioner may also ask a supplementary question which must arise directly out of the original question or the reply.
- The total time allocated for questions will *normally* be limited to 20 minutes. For any question which cannot be dealt with at the meeting, a written answer will be provided, normally within one working week.

Questioner:

- 1 Sue Wood
- 2 Andy Lai



COUNCIL MEETING – 15 January 2020

Questions by the Public under Council Procedure Rule 15(1)

QUESTION 1

From: Sue Wood

To: The Cabinet Member for Built Environment and Wellbeing (Cllr Porter)

“In March 2019 at Parish and Town Council briefings a timetable and the sequence of events for producing a new Local Plan to cover the period up to 2036 was shared. Work was started involving the Parishes and Town Councils and since the New Administration in May 2019 we do not appear to have been involved or consulted.

Imagine my surprise when reading an article in Winchester Resident Magazine December 2019/January 2020 that a consultation will be launched in early 2020 for Business and Residents to register an interest to be involved in helping to shape the future of the district through the development of the New Local Plan.

My question is what is the timetable and sequence of events for the Local Plan development and why is this administration failing to consult with Parishes and Town Councils who are democratically elected to serve on behalf of their residents, who already have a significant role in planning in their parishes and have a wealth of experience to offer?

As Chair of a Parish Council I find this position totally unacceptable and it does not meet this administrations standard on transparency and marginalises Parish Councils.”

Reply

“Let me reassure Ms Wood that Parish Councils have not been omitted from any engagement on the preparation of the Local Plan. Over the last few months we have commissioned evidence studies to better understand what issues the Local Plan will have to address in relation to development requirements of the district. The evidence base is crucial to informing discussions with our residents and stakeholders about the scope and shape of policies which have to look ahead at least 15 years.

We will soon be able to share that evidence with ward Members and parish councils and to provide an analysis of what it means as we consult on plan policies.

I appreciate that it is some time since we last met with parish councils but that delay has been necessary to gather the evidence and information which ensures that the next stage of dialogue is both informative and fully transparent. There have been no decision making processes or activities from which parish councils or anyone else has been omitted.

We will be writing to parish councils very shortly to provide an update and to invite them to sessions at which we can share our evidence and promote meaningful discussions about the next steps in the Local Plan process.”



COUNCIL MEETING – 15 January 2020

Questions by the Public
under Council Procedure Rule 15(1)

QUESTION 2

From: Andy Lai

To: The Cabinet Member for Built Environment and Wellbeing (Cllr Porter)

“Could the Cabinet Member please advise me of the Council's position on the proposed expansion of Southampton Airport especially relating to the impact on climate change and the local economy?”

Reply

“I am taking a report regarding the planning application submitted to Eastleigh Borough Council for the proposed expansion of Southampton airport to Cabinet on 22 January in order to agree our formal response to the proposal.

The report recommends that we raise objection to the development on the grounds of increased noise impacts upon the district's residents resulting from more flights and given the greater carbon emissions caused by additional aircraft movements. We have assessed potential benefits to Winchester but consider that the minimal positive effect on the economic prosperity of the district is far outweighed by adverse impacts on the environment.

The Leader of the Council also intends to write to the airport directly, with a copy for Eastleigh Borough Council, expressing broader concerns about the proposals to increase the capacity of this facility.”

REPORT TITLE: COUNCIL PLAN 2020 - 2025

23 DECEMBER 2019

REPORT OF LEADER OF THE COUNCIL: CLLR LUCILLE THOMPSON

Contact Officer: Lisa Kirkman Tel No: 01962 848 501 Email
LKirkman@winchester.gov.uk

WARD(S): ALL

PURPOSE

The current Council Strategy runs until 31 March 2020 and was adopted by council on 16 January 2019.

The proposed new Council Plan sets out across five key priorities the council's key ambitions and outcomes for the coming five years. This council plan is to be considered by Cabinet and recommended for adoption to council with immediate effect.

A period of consultation on the draft Council Plan 2020 – 2025 was undertaken between 28 October and 29 November 2019. This report sets out the results of this consultation and the proposed amendments to the Council Plan in light of the comments received.

RECOMMENDATIONS:

1. Cabinet recommends adoption of the Council Plan 2020 to 2025 to Full Council and that this plan supersedes the previous plan with immediate effect.

IMPLICATIONS:

1 COUNCIL STRATEGY OUTCOME

- 1.1 This report sets out the proposed new Council Plan. The name being changed to plan from strategy reflects the action focussed approach this document takes in setting out the priorities and activities that the council will undertake over the next five years to deliver the five outcomes in the new Council Plan.

2 FINANCIAL IMPLICATIONS

- 2.1 The activities in the Council Plan, along with the Medium Term Financial Strategy, will guide how the council's financial resources will be allocated and utilised.

3 LEGAL AND PROCUREMENT IMPLICATIONS

- 3.1 There are no direct legal implications which arise directly from the attached plan, though individual projects and actions will be subject to review as required by Legal Services. The delivery and implementation of the Council Plan will need to take account of legally binding duties and responsibilities on the council.

4 WORKFORCE IMPLICATIONS

- 4.1 None directly arising from the report. To deliver the aims and objectives in the Council Plan, resources will need to be assigned as required across the council.

5 PROPERTY AND ASSET IMPLICATIONS

- 5.1 None in the plan, though asset management is an element of the council's activities.

6 CONSULTATION AND COMMUNICATION

- 6.1 Executive Leadership Board and senior managers have been consulted on the content of the draft Council Plan. All Cabinet Members have contributed to the draft Council Plan.

- 6.2 The council's Business and Policy Committee reviewed the draft at their meeting on 7 October 2019 and their comments are detailed in the main report at 14.2 of the report.

- 6.3 A public consultation was open between the 29 October 2019 and 29 November and received 126 responses from individuals and organisations who were asked if they agreed with the priorities and outcomes included in the draft Council Plan.

- 6.4 The table below provides a summary of the responses to the consultation:

Priority	Agreed	Disagreed	Not answered
Tackling the climate emergency and creating a greener district	91.3%	7.9%	0.8%
Homes for all	83.3%	13.5%	3.2%
Vibrant local economy	88.9%	7.1%	1.6%
Living well	86.5%	7.9%	5.6%
Your services. Your voice	87.3%	11.1%	1.6%

6.5 Engagement with Parish Councils covering the outcomes and priorities included in the draft Council Plan was undertaken at a Parish Briefing held on 19 November 2019. The presentation covered the themes and rationale behind the Council Plan and Parish Council representatives were invited to provide feedback and respond to the consultation.

7 ENVIRONMENTAL CONSIDERATIONS

7.1 Tackling the climate emergency and reducing the carbon emissions across the district is a key theme within all the priorities of the Council Plan.

8 EQUALITY IMPACT ASSESSMENT

8.1 In formulating its proposals the council must have regard to the Public Sector Equality Duty under the Equality Act 2010. EqIA's will be undertaken on the individual projects included in the draft Council Plan if required.

9 DATA PROTECTION IMPACT ASSESSMENT

9.1 None.

10 RISK MANAGEMENT

Risk	Mitigation	Opportunities
<i>Property - none</i>		
<i>Community Support</i>	Provide engagement opportunities especially through key projects.	Further opportunity to engage with our residents and community.
<i>Timescales</i>	Quarterly monitoring of the measures included in the Plan by Scrutiny Committee and Cabinet.	

Risk	Mitigation	Opportunities
<i>Project capacity</i>	Project team structure across the council supports the delivery of the programmes and projects included in the plan.	Ensuring that adequate resources are allocated to all new projects as part of the business justification case and before they commence.
<i>Financial / VfM</i>	The council's Risk Appetite as set out in the Risk Management Policy 2018 defines the amount of financial risk the council is willing to consider. All major projects have their own risk register which identifies among others financial risks and includes relevant actions to mitigate these risks.	New revenue streams are proposed, as well as enhancing existing schemes to positively contribute to the council's financial position.
<i>Legal</i>	Each significant action or project will be subject to its own legal consideration in appropriate reports.	
<i>Innovation</i>	By exploring new ways of working, this increases the council's exposure to risk and alters its risk profile. This is mitigated by consideration of a robust business justification case before approval is given.	This plan proposes some innovative proposals that will provide the council with the opportunity to introduce new ideas and ways of working. The risk of remaining the same is significant in that funding reductions are such that the council would be unable to fund some of its core services.
<i>Reputation</i>	The risk of delivering the plan is mitigated through the monitoring of the outcome measures contained within the Strategy, and ensuring corrective action is taken. Not delivering on some of these items, especially some of the major projects will have a large financial risk to the council through impacting on future revenue streams.	This plan gives the opportunity for the council to enhance its reputation through establishing a more targeted ambition for the district that is based on clear measures. Success against these key measures will enhance the council's reputation to move key programmes of work forward.

Risk	Mitigation	Opportunities
<i>Other – none</i>		

11 SUPPORTING INFORMATION:

11.1 The Council Strategy 2017 - 20 was refreshed a year ago and formally adopted by council on 16 January 2019.

11.2 The proposed plan covering the period 2020 - 2025 (attached as Appendix 1) comprises five priority outcomes that the council wants to achieve and sets out the priorities that will contribute to the delivery of the outcomes which are:

- Tackling the climate emergency and creating a greener district
- Homes for all
- Vibrant local economy
- Living well
- Your services. Your voice.

11.3 The draft Council Plan was approved by Cabinet at its meeting on 23 October (Report CAB3195 refers), following which a period of consultation was widely published through press releases, the council's popular social media channels and on the council's consultation portal CitizenSpace. The council's main stakeholders and staff members were also encouraged to take part and share their views.

12. Residents' Survey 2019

12.1 At the beginning of 2019, the council undertook a Residents' Survey to understand the views and opinions of our residents that would be used not only to support an evidence approach to decision making but also inform the priorities in this plan.

12.2 The headline results from the survey were very positive with 95% of Winchester district residents surveyed being happy with their local area as a place to live and 79% satisfied with the way that the council runs things.

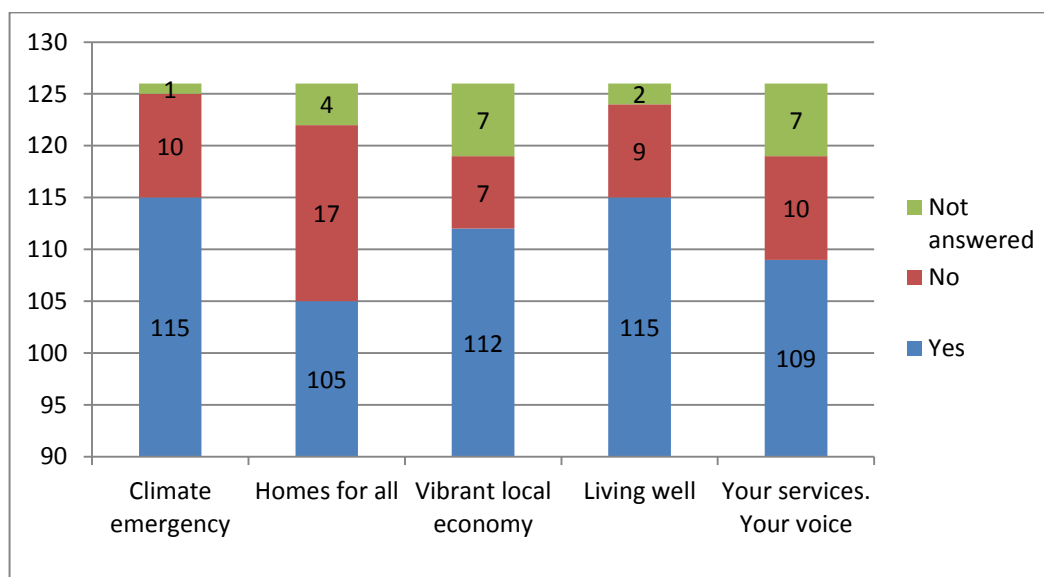
12.3 The survey also provided residents the opportunity to tell the council about the areas or services where they think the council should focus on improving. This valuable evidence has been used to support setting the priorities for the next five years and have been included in the new Council Plan.

13. Public consultation

13.1 The public consultation asked whether the consultee agreed or not with the priorities as set out in the draft Council Plan, and gave an opportunity to comment.

- 13.2 A total of 126 responses were received while the consultation was open between 29 October 2019 and 29 November 2019. In addition 173 individual comments across the objectives were provided with the consultation responses.
- 13.3 The number of responses demonstrates the positive levels of engagement that residents and organisations have had with the council over the draft plan. There is a lot of useful commentary within the responses and this has been reviewed so as to help refine the plan.
- 13.4 The comments also highlight areas of agreement and disagreement with the priorities in the plan with the most common comment themes consolidated in paragraph 13.8 along with a response.
- 13.5 The proposed final draft of the Council Plan is set out in Appendix 1.
- 13.6 The full set of responses to the consultation, including an analysis can be found on CitizenSpace <https://winchester.citizenspace.com/policy/council-plan-2020-2025/>
- 13.7 The chart below shows the number of responses to the consultation and whether the respondent replied yes, no or chose not to answer the question as to whether they agreed with each of the council's priorities.

Chart 1.1: Summary of responses to the public consultation



- 13.8 Overall there has been a majority of support for all of the outcomes with Tackling the climate emergency, Vibrant local economy and Living well receiving the greatest support and Homes for all the lowest.
- 13.9 The table below sets out the top five main themes which stood out from the consultation comments, judged by the frequency of times an issue was referred to within the comments.

Comment area	Response
Reduce air pollution and improve air quality should be an explicit outcome.	The council has committed to achieving a carbon neutral district by 2030 and the annual review of the Air Quality Management Action Plan will be considered by Cabinet in January 2020.
Build more local authority housing.	The council has committed to continue to build new council houses that will be able to deliver a wide range of housing tenures through the new Winchester Housing Company.
Resolve traffic congestion and availability of car parking in the city.	Delivery of the City of Winchester Movement Strategy sets out the long-term priorities for travel and transport improvements in Winchester. The Parking & Access Strategy is elsewhere on this agenda.
Encourage people to cycle by having dedicated cycle routes.	This is an integral part of access along with promotion of other sustainable forms of transport.
Allow for more consultation and engagement with the public that are well publicised and in accessible locations.	<p>The council has committed to being open and transparent and will involve the public, businesses, stakeholders and ward councillors earlier and more deeply in policy design and the decision making process.</p> <p>The consultation timetable for the Council Plan coincided with the pre-election period which necessarily restricted the amount of engagement that the council could undertake with the public.</p>

- 13.10 The full list of consultation responses including comments and suggestions for other outcomes that the council should be focusing on has been published on the council's website and be accessed via the following link:
<https://winchester.citizenspace.com/policy/council-plan-2020-2025/>

14. Business and Housing Policy Committee

14.1 At its meeting on the 7 October 2019, Business and Housing Policy Committee members received a presentation setting out the emerging priorities that are to be included in the new Council Plan.

14.2 During that meeting the following comments were made:

- It was suggested that the strategy should be developed through a method plan to be very clear on how the challenges would be responded to;
- It was suggested that the strategy needed to define the methods that would be undertaken to attract and retain younger people to the district;
- It was suggested that the strategy include reference to key projects such as the Carfax and the Cattle Market sites as part of the council's consideration of the wider use of town centre properties and the Cabinet Member for Housing and Asset Management stated that this would be given consideration;
- It was suggested that acknowledgment should be made in the strategy of non operational council resources, such as its offices, landholdings and the Guildhall;
- It was suggested that mention should be included in the strategy of the council's staff and this inclusion was agreed by the Leader and Cabinet Member for Communications and Transformation and the Cabinet Member for Housing and Asset Management;
- It was commented that the district should be recognised in the strategy as well as the town area.

15. Cabinet – 23 October 2019

15.1 Cabinet considered and debated the draft Council Plan at its meeting on 23 October 2019 and the comments made are summarised as follows:

- Considered that the consultation period was too short;
- Inconsistencies throughout the plan regarding the use of 'District' or 'district';
- No specific mention of elderly people or the requirements of an ageing population and those "hidden" residents of a predominantly wealthy district and the balance between urban and rural requirements of the district;
- Query regarding the calculation of the target for new home delivery;
- Request for clarity regarding statements on energy efficiency in new builds;
- Offer to discuss further with the Cabinet Member and officers the detailed proposals to tackle the climate change emergency.

- Requirement for partnership working to achieve many of the outcomes and practical difficulties that this raised;
- Support for the proposals for more homes;
- Should be more explicit regarding proposals for key projects;
- Consider re-wording of statement regarding reducing levels of waste and increasing recycling to take account of the aim to also reduce overall consumption (which might in turn impact on recycling levels).
- Unsure that the plan provided a proper balance between offering affordable housing but also ensuring adequate decent employment opportunities in the district;
- Unclear why there was particular reference to young people, as opposed to other groups;
- Welcomed the brevity of the plan but considered it should contain more detailed targets.

16 OTHER OPTIONS CONSIDERED AND REJECTED

- 16.1 The council could choose not to have a Council Plan, however it this plan that sets out the key priorities and delivery programme for the council and enables effective business planning and programme management for teams. Not to have a plan is not recommended.

BACKGROUND DOCUMENTS:-

Previous Committee Reports:-

CAB3195 Draft Council Plan 2020 - 2025

Other Background Documents:-

None

APPENDICES:

Appendix 1 Council Plan 2020 – 2025

COUNCIL PLAN 2020 – 2025

THE CHALLENGES WE FACE

The Winchester district faces many challenges. This plan sets out the core principles which underpin our work and respond to these challenges.

The main challenges:

- The climate emergency and the need to reduce the Winchester district's very high carbon footprint;
- Poor air quality in parts of the district;
- Inequality and its effects on mental health and physical wellbeing;
- Expensive housing;
- A population which is ageing while younger people leave the district;
- Brexit and its impact on the economy;
- Shifting employment patterns and technological change;
- Poor provision of services such as public transport in rural parts of the district;
- Maintaining high quality services while balancing the council budget.

Your Council Plan

This Council Plan is a high level document covering the period 2020 to 2025. It sets out what the council wants to achieve and informs other strategies and plans including the Local Plan and individual team plans.

The climate emergency is the overarching priority for the council and will be at the heart of everything we do.

Our priorities are:

- Tackling the climate emergency and creating a greener district
- Homes for all
- Vibrant local economy
- Living well
- Your services. Your voice

TACKLING THE CLIMATE EMERGENCY AND CREATING A GREENER DISTRICT

The climate crisis is the biggest challenge all of us face in the coming years and decades. Winchester must play its part in tackling the crisis and hand our district to our children and grandchildren in a better state than it is now.

What we want to achieve

- Winchester City Council to be carbon neutral by 2024
- The Winchester district to be carbon neutral by 2030
- Reduced levels of waste and increased recycling, exceeding national targets
- An increase in the proportion of journeys taken by walking, cycling and public transport

How will we achieve this?

- Carbon neutrality to be made central to everything we do
- Have an adopted and up to date Local Plan with positive policies which promote low carbon development and transport while protecting our heritage and natural environment
- Take a lead with partners and residents to deliver the Carbon Neutrality Action Plan throughout the district
- Deliver the City of Winchester Movement Strategy, refresh the air quality management action plan and prioritise walking, cycling and public transport throughout the district
- Work with other public authorities to expand the range of materials we recycle
- Safeguard our district's extensive natural habitats and precious ecosystems by delivering the actions in our Biodiversity Action Plan

LIVING WELL

We want all our residents to live healthy and fulfilled lives. We recognise that our residents are living longer and want to ensure the district offers the right mix of facilities for all ages and abilities.

What we want to achieve

- Reduced health inequalities
- Increased participation in physical and cultural activities
- An increase in active travel
- Services that work for all, but especially for residents who need more help to live well
- Attractive and well used green spaces with space for relaxation and play

How will we achieve this?

- Focus our activities on the most disadvantaged areas, communities and groups
- Opening of the new Winchester Sport & Leisure Park to offer sustainable, accessible facilities for all to enjoy a wide range of activities
- Supporting communities to extend the range of sports, leisure and cultural facilities across the district
- Create safe cycleways and pathways to make it safer and more appealing for our residents to cycle and walk to their destination
- Maintain and enhance the open spaces and parks that support good mental and physical health for residents of all ages

HOMES FOR ALL

Housing in our district is expensive and young people and families are moving out because they can't find suitable accommodation they can afford.

Winchester district needs homes for all – homes that are affordable and built in the right areas for our changing communities.

What we want to achieve

- More young people and families working and living in the district.
- All homes are energy efficient and affordable to run
- Creating communities not just homes
- No-one sleeping rough except by choice

How will we achieve this?

- The council building significantly more homes, both traditional council homes and through the council housing company
- Strengthen our Local Plan to ensure the right mix homes are built for all sectors of our society including young people
- Use the new Winchester Housing Company to deliver a wide range of housing tenures to meet local needs
- Directly and in partnership with the voluntary sector, provide support for our homeless and most vulnerable people
- Be innovative in moving the energy efficiency of new and existing homes towards zero carbon
- Work with developers to ensure that they provide affordable housing and homes at fair market value as part of new developments

VIBRANT LOCAL ECONOMY

Winchester district is home to a host of successful businesses and enterprises with high levels of employment in our urban and rural areas. In the face of tough competition, our high streets, towns, business centres and rural areas must attract new investment particularly in low carbon offices, workspace and transport links.

What we want to achieve

- Grow opportunities for high-quality, well-paid employment across the district
- New offices and workspace are located in areas with sustainable transport links or where they reduce the need to travel to work
- More younger people choose to live and work here
- Businesses grasp opportunities for green growth
- The city, market towns and rural communities across our district have a compelling and competitive visitor offer

How will we achieve this?

- Working with business, universities and colleges to position Winchester district as a centre for digital, creative, knowledge-intensive networks
- Redevelopment of central Winchester prioritises the needs of younger people.
- Strengthening the Winchester brand and working in partnership to promote and develop our district's unique cultural, heritage and natural environment assets
- Supporting business in meeting the challenge of carbon neutrality
- Securing support to replace LEADER funding and sustain business development in rural areas

YOUR SERVICES, YOUR VOICE

We want to have high quality, good value services that are continuously improving to address the changing needs and expectations of residents, tenants, visitors, businesses and non-profit organisations across our district – and are accessible to all, whatever their circumstances.

We want our residents to have the opportunity to make their voice heard and be able to see and understand how the council makes its decisions.

What we want to achieve

- An open and transparent council
- Improving satisfaction for our services
- Good value compared to other similar authorities
- Continuous improvement in cost-effectiveness
- High accessibility and usage of our services

- Constructive and effective partnerships across the district
- A balanced budget and stable council finances

How will we achieve this?

- New processes that:
 - involve the public, voluntary and community organisations, businesses, ward councillors and other stakeholders earlier and more deeply in the design and decision-making process
 - effectively respond to and use complaints and feedback to drive service improvement.
- New wider set of published measures designed to drive improved satisfaction and performance
- More effective use of technology to make it simpler and easier to deal with the council and its delivery partners while reducing cost
- Strong focus on accessibility standards to ensure our services are usable by all
- Investing in our staff and making the most of their skills and talents

OUR GUIDING PRINCIPLES

The core principles will be fundamental to our operating model in the future. They underpin a number of our supporting strategies such as the workforce strategy.

Insight

We will engage with our residents and other local stakeholders to really understand their needs and how together we can drive change across the district.

Innovation

We want to use the best that the public, voluntary and private sector can offer to explore new ways of providing services across the district.

Improvement

We will focus our services on improving standards so that they meet the expectations of our customers and reflect changes over the coming years.

Investment

We will use our resources to invest in our services to improve them, but also to take advantage of commercial opportunities where they arise to help secure our financial future.

Inspiration

We want our staff to be inspired and motivated to work for the council and deliver for our residents. Acting in a manner which is consultative, considerate and courageous to deliver the plan.

PAY POLICY STATEMENT 2020/2021

09 JANUARY 2020

REPORT OF CABINET MEMBER: Cllr Neil Cutler, Deputy Leader and Cabinet Member for Finance and Risk

Contact Officer: Lisa Kirkman (Strategic Director: Resources) Tel No: 01962 848501 Email lkirkman@winchester.gov.uk

WARD(S): ALL

PURPOSE

The Localism Act 2011 (the Act), requires that local authorities publish an annual pay policy statement for the forthcoming financial year including:

- the remuneration of senior employees (which the Act defines as the head of paid service, the monitoring officer, chief officers, and deputy chief officers, i.e. managers who report directly to a chief officer) ; and
- the remuneration of the lowest-paid employees and the relationship between the remuneration of senior employees and that of other employees.

RECOMMENDATION:

That the Pay Policy Statement for the financial year 2020/2021 is recommended to Council for adoption.

IMPLICATIONS:

1 COUNCIL STRATEGY OUTCOME

- 1.1 Publishing an Annual Pay Policy Statement demonstrates an open and transparent approach to determining how Council employees are paid. Salary comparisons are undertaken with similar local authorities to ensure that the Council achieve good value with its approach to pay. Defining key principles of how pay is determined contributes to the objective of achieving a balanced budget and stable Council finances.

1 FINANCIAL IMPLICATIONS

- 1.2 There are no additional financial implications for the Council in adopting this Pay Policy Statement. The proposed 2020/2021 budget fully reflects the assumptions in the Pay Policy Statement.
- 1.3 The level of remuneration is a very important factor in both recruitment and retention of staff. There is a need to balance affordability and value for money with creating a reward framework that ensures the Council can recruit, retain, motivate and develop employees who have the skills and capabilities necessary to ensure the continued provision of high quality services.

2 LEGAL AND PROCUREMENT IMPLICATIONS

- 3.1 The Pay Policy Statement 2020/2021 takes full account of the Secretary of State's guidance in relation to open and transparent reporting of senior level pay in addition to relevant legislative requirements. This includes ensuring that there is an appropriate relationship between the pay levels of our senior managers and of all other employees.
- 3.2 The Pay Policy Statement 2020/2021 takes account of:
- the Local Government Transparency Code 2015 issued by the Department for Communities and Local Government in February 2015
 - Openness and Accountability in Local Pay: Guidance under S40 of Localism Act 2011 issued in February 2012
 - Openness and Accountability in Local Pay: Guidance under S40 of Localism Act 2011 Supplementary Guidance issued in February 2013
 - guidance issued by the Joint National Council (JNC) for Local Authority Chief Executives on pay policy statements, published in November 2011 and supplementary notes published in January and March 2012
 - The Public Sector Exit Payment Regulations 2016
 - The Repayment of Public Sector Exit Payments Regulations 2015
 - Employment and equalities legislation affecting local authority employers, where relevant.

4 WORKFORCE IMPLICATIONS

4.1 The overall approach to remuneration for all employees, including senior management is based on:

- compliance with equal pay, discrimination and other relevant employment legislation such as the Equality Act 2010; and
- ensuring that our overall remuneration packages position the Council as an “Employer of Choice” and that as such our “total reward package” is competitive within the local government and public sector market.

4.2 In the application of the pay framework, the Council takes into account market rates, individual performance and the need for consistency in the way pay bandings are applied. All pay differentials can be objectively justified using job evaluation mechanisms that directly establish the relative levels of posts in pay bands according to the requirements, demands and responsibilities of the post.

4.3 In determining pay and remuneration, the Council recognises the need to exercise the greatest care in managing scarce public resources while securing and retaining high quality employees. The principle of fair pay is important to the provision of well-managed services and the Council is committed to ensuring fairness and equity in its remuneration practices.

5 PROPERTY AND ASSET IMPLICATIONS

5.1 NONE

6 CONSULTATION AND COMMUNICATION

6.1 The Localism Act 2011 requires the Council to publish a Pay Policy Statement on an annual basis. There are no material changes to the provisions set out in previous policy statements and there is therefore no requirement to consult on this policy.

7 ENVIRONMENTAL CONSIDERATIONS

7.1 NONE

8 EQUALITY IMPACT ASSESSEMENT

8.1 There is no differential impact on a specified group as all HR matters are applied consistently.

8.2 As required nationally, the Council reports on any potential discrepancies in pay, based on gender (“Gender Pay Gap” reporting); in accordance with the statutory timeframe, the next report will be submitted to Audit and Governance Committee in March 2020 and subsequently published externally.

9 DATA PROTECTION IMPACT ASSESSMENT

9.1 This report does not contain confidential data and so there is no need to undertake a Data Protection Impact Assessment.

10 RISK MANAGEMENT

Risk	Mitigation	Opportunities
<i>Financial / VfM Failure to recruit / retain necessary, high-quality employees leading to increased costs of employing locum / agency staff.</i>	Assessment of market rates and individual performance combined with consistent application of pay bandings.	Positioning the Council as and Employer of Choice
<i>Legal Failure to comply with the publication requirements of the Localism Act 2011, resulting in adverse local media coverage or legal challenge</i>	Pay policy review is embedded within the Committee work programme to ensure annual publication.	
<i>Innovation</i>		
<i>Reputation Failure to recruit / retain necessary, high-quality employees leading to service delivery delays / failures.</i>	Assessment of market rates and individual performance combined with consistent application of pay bandings.	
<i>Other Potential increase in sickness absence amongst lower paid staff if they do not believe their contribution to the Council is valued.</i>	Revisions to the Pay Scales implemented during April 2019 improved the basic pay for staff; the Council remains a Living Wage Foundation employer.	

11 SUPPORTING INFORMATION:

11.1 Government has sought to encourage transparency on remuneration and as such every Council is required to prepare and adopt a Pay Policy Statement and have that statement approved by Council. The Pay Policy Statement must contain the policy for the remuneration of the Council's employees on appointment, subsequent progression and any use of bonus or performance related pay. There are specific requirements as to the appointment of Chief Officers set out in the Council's Constitution. The Pay Policy Statement sets out the approach to the payment of Chief Officers on their ceasing to hold office or to be employed by the authority.

- 11.2 The Localism Act 2011 (“The Act”) requires councils to define ‘lowest paid employees’, to consider the relationship between pay of the highest and lowest paid and to explain the rationale for their approach and to publish details of pay relativities to encourage fairness in remuneration.
- 11.3 The Pay Policy Statement 2020/2021 does not contain any substantial changes to those considered previously.
- 11.4 The Statement sets principles and rules relating to the remuneration of senior staff. It does not set out the details of individual payments made in accordance with these principles – although there are separate requirements for the publication of payments made to senior staff in the annual published accounts.

12 KEY POLICY ISSUES

- 12.1 There are a number of matters to note in the attached Pay Policy Statement:
- a) The Policy uses the term “Chief Officers” to identify senior staff, or those in receipt of the highest remuneration. This reflects a requirement in the Act, where the definition covers a number of senior posts which for Winchester City Council equates to senior posts paid at Scale 10 and above. The Policy recommends the current practice of adopting national pay schemes and job evaluation procedures as a basis for determining remuneration, and so which posts cross the threshold for consideration under the Pay Policy;
 - b) The definition of “lowest paid employees”, required to show pay relativities, draws on Scale 2 of the pay scales. The ratio of remuneration for highest to lowest paid is under 10:1 – the benchmark set by Government;
 - c) The City Council is a ‘Living Wage Employer’ which means that a nationally agreed minimum hourly rate of pay is applied to directly employed staff;
 - d) The Policy also covers increases and additions to remuneration for example, bonus payments. This is already covered by our adopted pay scheme and policies on annual incremental increases, which the Policy refers to. The Policy also makes clear at present the Council has not adopted performance related pay or a system of bonus payments, and sets out the policy on payment of honoraria;
 - e) There is transparency on payments to those leaving employment, and so the Act requires the Council to publish a policy on severance payments. The Government is considering a cap on severance pay; further national guidance was anticipated in 2018 but remains outstanding.

BACKGROUND DOCUMENTS:-

Previous Committee Reports:-

NONE

Other Background Documents:-

NONE

APPENDICES:

Appendix 1 – Pay Policy Statement 2020/2021

Appendix 1

Winchester City Council Pay Policy Statement – Financial Year 2020/2021

1. Purpose

- 1.1 This Pay Policy Statement is provided in accordance with Section 38(1) of the Localism Act 2011 and will be updated annually from 1 April each year.
- 1.2 The Pay Policy Statement sets out Winchester City Council's policies relating to the pay of its workforce for the financial year 2020/2021, in particular:
- the remuneration of its Chief Officers
 - the remuneration of its "lowest paid employees"
 - the relationship between:
 - the remuneration of its Chief Officers and
 - the remuneration of its employees who are not Chief Officers
- 1.3 The purpose of the statement is to provide an open and transparent framework that ensures clarity, fairness and consistency in the remuneration of Chief Officers. It also ensures that employees at all levels of the Council are paid on a fair and equitable basis in accordance with equality legislation.

2. Definitions

- 2.1 For the purpose of this statement the following definitions will apply:
- 2.2 "**Pay**" in addition to salary will also include charges, fees, allowances, benefits in kind, increases in/enhancements to pension entitlements, and termination payments.
- 2.3 "**Chief Officer**" refers to the Statutory Chief officers (Head of Paid Service, Monitoring Officer and S151 Officer) and to Strategic Directors.
- 2.4 "**Lowest paid employees**" refers to those staff employed on Grade 2 of the Council's pay framework.
- 2.4.1 The above definition for the "lowest paid employees" has been adopted because Grade 2 is the lowest grade on which employees are paid within the Council's pay framework.
- 2.4.2 Those engaged on Casual Worker Agreements are paid a fixed hourly rate in line with the voluntary UK Living Wage. They are excluded from the definition of "lowest paid employees".

- 2.5 **“Employee who is not a Chief Officer”** refers to all staff that are not covered under the “Chief Officer” group above. This includes the “lowest paid employees” i.e. staff on Grade 2 and below.

3. Pay Framework and Remuneration Levels

3.1 General Approach

- 3.1.1 Remuneration for all employees needs to be at the appropriate level to secure and retain high-quality employees dedicated to fulfilling the Council’s business objectives and delivering services to the public. This has to be balanced by ensuring remuneration is proportionate and appropriate for the role. Each Council has responsibility for balancing these factors and faces its own unique challenges and opportunities in doing so. It is important that Winchester City Council retains flexibility within its pay framework to cope with a variety of circumstances that might necessitate the use of market supplements or other such mechanisms for individual categories of posts where appropriate. Using such solutions should only be short term and regular reviews should ensure that they are discontinued when circumstances change.

3.2 Responsibility for Decisions on Remuneration

- 3.2.1 It is essential for good governance that decisions on pay and reward packages for the Chief Executive and Chief Officers are made in an open and accountable way and that there is a verified and accountable process for recommending the levels of top salaries.
- 3.2.2 Pay for employees at all grades is based on the national agreements on pay as follows:
- National Joint Council for Local Government Services
 - Joint Negotiating Council for Chief Officers
 - Joint Negotiating Council for Chief Executives.
- 3.2.3 Remuneration packages above £100,000 gross per annum must be considered by Cabinet, with a recommendation to Full Council.

3.3 Salary grades and grading framework

- 3.3.1 Grades for all posts are determined by a consistent job evaluation process. This followed a national requirement for all Local Authorities and other public sector employers to review their pay and grading frameworks to ensure fair and consistent practice for different groups of workers with the same employer.
- 3.3.2 Job Evaluation is a systematic process for ranking jobs within an organisation ensuring consistency of approach and outcomes appropriate to the complexity and accountability of the role. Where the grade of a post

changes as a result of the job evaluation process, any pay adjustment will only be backdated to the date on which the role was considered by a Job Evaluation Panel.

- 3.3.3 The Council's pay structure is based on the pay spine issued by the National Joint Council (NJC) as part of the National Agreement for Local Government Services. Roles are placed within the pay structure on the basis of the evaluated grade of their role.
- 3.3.4 Incremental spinal column points provide for progression in role with the acquisition of skills, experience and competence (subject to satisfactory performance).
- 3.3.5 Pay awards are applied in line with the national agreements detailed in 3.2.2 on an annual basis for all employees, in conjunction with the nationally recognised trade unions.

3.4 Market Review and Market Supplements

- 3.4.1 The Council will from time to time, benchmark its pay and benefits by comparing pay and rewards for a sample of posts. For the purpose of pay benchmarking and market testing the comparator group comprises public sector authorities in Hampshire, West Sussex and Surrey and authorities in other areas if relevant, who are similar to the Council in terms of size (number of employees and population) and similar relevant factors. Jobs within London Boroughs will not be used for comparator purposes due to London weighting allowance. In exceptional circumstances, other external market pay data, including private sector data, will also be considered where relevant.
- 3.4.2 Where the benchmarking exercise highlights a discrepancy in pay, following consideration of a report made to the Executive Leadership Board a market supplement may be awarded, subject to annual review.
- 3.4.3 Decisions relating to awarding a market supplement for the Chief Executive will be referred to Cabinet, with a recommendation to Full Council.

4. Remuneration

- 4.1 Remuneration details including benefits in kind are set out in the Council's published Annual Statement of Accounts.
- 4.2 "**Chief Officers**", as defined in paragraph 2.3 of this statement, are paid within the Council's pay framework which applies to all other employees. Typically, Chief Officers have received the same percentage pay award as other managers and staff groups within the Council.

4.4 “Lowest paid employees”

- 4.4.1 Winchester City Council is an accredited Living Wage Employer. The Living Wage is paid voluntarily and is set to avoid poverty wages and support the principle that workers should be paid at a level which enables them to achieve an acceptable standard of living. The lowest paid employees are paid within the salary range for Grade 2 which covers five salary points ranging between £17,364 and £18,795.
- 4.4.2 The lowest paid employees do not include apprentices for whom there are separate pay arrangements.

4.5 Honoraria and Additional Responsibilities

- 4.5.1 All employees are expected to perform any other duties commensurate with their job grade as reasonably required from time to time. However, there may be occasions where an employee agrees to take on additional duties and responsibilities that may be at the same level of their substantive grade but are beyond the reasonable scope of their normal job remit. In such circumstances, subject to approval from the Executive Leadership Board, an honorarium payment may be awarded. Honoraria should not normally exceed £500, or the value of no more than 2 incremental points, whichever is greater.
- 4.5.2 The appropriate Strategic Director, in consultation with ELB, may award an “acting up” allowance where an employee takes on temporary increased responsibility.
- 4.5.3 The amount awarded should reflect the nature and duration of the work or responsibility. Where the employee has been covering the long term absence of a more senior officer, “acting up” payments are calculated based on the difference between the employee’s scale point and the bottom scale point of the role they are covering. Temporary acting-up arrangements of this nature will not exceed more than 12 months duration and should generally be undertaken for at least one month before payment will apply.

4.6 Charges, fees or allowances

- 4.6.1 No fees for election duties are included in the salaries of Chief Officers. Any additional fees payable for such responsibilities are calculated in accordance with the statutory rules and associated guidance which is published by Government.
- 4.6.2 Special fees are paid for Returning Officer duties which are not part of the post holder’s substantive role. These fees are payable as required and can be made to any senior officer appointed to fulfil the statutory duties of this role.

- 4.6.3 The Returning Officer is an officer of the City Council who is appointed under the Representation of the People Act 1983. Whilst appointed by the City Council, the role is one which involves and incurs personal responsibility and accountability and is statutorily separate from their duties as an employee of the Council. The Returning Officer is paid a separate allowance for each election for which they are responsible.
- 4.6.3 Where the Council's Monitoring Officer or S151 Officer is not a Chief Officer, a special responsibility allowance of £3,000 gross per annum is paid in recognition of the additional requirements of the statutory role.
- 4.6.4 Any allowance or other payment will only be made to an employee in connection with their role or the patterns of hours they work and must be in accordance with the Council's employment policies.
- 4.6.5 Where the Council offers voluntary benefits e.g. childcare vouchers and employee discount schemes, they are offered to all employees regardless of their role and grade within the Council.

4.7 Performance related pay

- 4.7.1 Performance is reviewed annually through the Council's appraisal system and the Council reserves the right to withhold increments where performance has not met the required standard and where this has been raised with the employee formally. Beyond annual increments awarded in this way, the Council does not offer performance related pay to any employee.
- 4.7.2 Subject to approval from the appropriate Corporate Head of Service and Strategic Director, an employee may receive more than 1 increment in any financial year.

4.8 Pension

- 4.8.1 All employees, as a result of their employment, are eligible to join the Local Government Pension Scheme (LGPS).
- 4.8.2 In addition to the employee's own contribution, the Council makes a contribution of 16.1% towards the pension of each member of the LGPS scheme¹.

4.9 Remuneration on appointment and promotion

- 4.9.1 The starting salary on appointment or following promotion will normally be based on the appointee's level of relevant experience and current salary,

¹ In addition to the 16.1% contribution there is also an additional payment for the capital contribution for past service that the Council pays, along with all other members of the Hampshire Pension Fund. In recent years, there has been an annual increase of 1% on the employer contribution. To date, no guidance beyond 01 April 2020 is available from the Pension Administrators.

regardless of whether they are a current employee of Winchester City Council.

- 4.9.2 The chair of the recruitment panel has the discretion to determine the appropriate spinal column point within the agreed pay scale but the starting salary should not exceed the mid point of the pay scale. In exceptional circumstances (e.g. the current salary is higher than the mid point of the scale), the Service Lead: Human Resources or in their absence, the HR Manager: People, may authorise appointment on a spinal column point which is higher than the mid point of the scale.

5. Relationship between Remuneration of “Chief Officers” and “Employees who are not Chief Officers”

- 5.1 It is the policy of the council to ensure that the ratio of the salary of the highest paid officer and the lowest paid officer is well below the 10:1 ratio recommended as a maximum in the terms of reference for the 2011 Hutton review of fair pay in the public sector.

- 5.2 As at 1st April 2019, pay ratios within the Council stand as follows:

Highest:lowest = 6.9:1

- 5.3 This is based on the following salary packages:

- Highest paid annual salary = £119,850
- Lowest paid (minimum grade 2) = £17,365

6. Benefits in kind

- 6.1 The Council pays professional fees for officers where it is an essential requirement for the post holder to maintain professional accreditation. Only one set of professional fees are paid per annum.
- 6.2 The Council offers a Health Care Cash Plan scheme which is available to all employees regardless of their role and grade within the Council.
- 6.3 A Park and Ride pass is offered to all employees.
- 6.4 Officer who are designated as “Essential Car Users” are issued with a permit for one of the car parks nearer to the Council offices to enable them to meet the specific operational requirements of their role.

7. Termination Payments

- 7.1 Payments made on termination of employment are limited to those expressly required or allowed by law. In accordance with the Council’s Constitution, Termination payments which exceed £100,000 (regardless of the post to

which they apply and the reasons for the payment, require approval from Full Council.)

8. Access to Pension Payments

- 8.1 In some circumstances, an employee may be eligible to access their pension on termination of employment.
- 8.2 The LGPS requires employers to prepare and publish a written statement of policy in relation to the payment of pensions. The Council's policy on pensions (and related discretionary payments) is set out in **Annex A** of this document.

9. Redundancy Payments

- 9.1 The calculation of redundancy payments is based on the provisions of Employment Rights Act 1996 and may be subject to revision should this legislation be amended.
- 9.2 Redundancy payments are based on a ratio of completed years' service and the employees' age at the effective date of termination, using a multiplier of 1.6. Completed year's service will be capped at 20 years and the maximum of 48 weeks pay will apply. The Council uses the employees' actual contractual pay to calculate redundancy payments.

10. Settlement Agreements

- 10.1 In exceptional circumstances, and specifically to settle an employment tribunal claim or similar significant dispute, the Corporate Head of Resources can agree payment of a settlement up to £10,000.
- 10.2 In such cases, each decision as the level of payment will be taken on its merits. Where the proposed termination payment exceeds £10,000, approval from the Section 151 Officer and one other Chief Officer is required.
- 10.3 In accordance with the Council's Constitution, Settlement Payments which exceed £100,000 (regardless of the post to which they apply require approval from full Council.)

11. Re-employment of officers

- 11.1 When a member of staff is dismissed on the grounds of redundancy or early retirement with the employer's consent, the Council will not re-employ them for a period of 12 months following the termination.

12. Data Transparency

- 12.1 Under the Local Government Transparency Code 2014, pay and benefits information and a list of responsibilities for staff paid over £50,000 must be published. This information is available on the Council's external website. Senior employees' remuneration can also be found in the annual Statement of Accounts.

Annex A

Pensions Discretions Policy Statement

The Local Government Pension Scheme Regulations 2013 and Local Government Pension Scheme (Transitional Provisions, Savings and Amendment) Regulations 2014

1. Introduction

- 1.1 This policy statement is made in accordance with Paragraph 60 of the Local Government Pension Scheme Regulations 2013 and Paragraph 2 (2) of Schedule 2 of the Local Government Pension Scheme (Transitional Provisions, Savings and Amendment) Regulations 2014.
- 1.2 It sets out how Winchester City Council will apply discretionary provisions available within those Regulations.
- 1.3 This policy applies to all employees of Winchester City Council who are members of the Local Government Pension Scheme. It does not apply to Elected Members of the Council.
- 1.4 In formulating and reviewing its policy, the Council:
 - Has regard to the extent to which the exercise of discretionary powers, unless properly limited, could lead to serious loss of confidence in the public service; and
 - Is satisfied that the policy is workable, affordable and reasonable having regard to the foreseeable costs.

2. Purpose of this Policy

- 2.1 This policy aims to provide fairness and consistency in situations where the Council is release of accrued pension benefits.

3. Flexible Retirement – Regulations 30 (6) and 30 (8) (2013 Regulations)

- 3.1 The Pension Scheme allows for flexible retirement from age 55 with the payment of all or part of accrued pension benefits in situations where the employer agrees to the hours of work or the level of responsibility being reduced **and** to the release of pension benefits. In most cases, the pension benefits will be reduced if taken before normal retirement age.

- 3.2 Flexible retirement can benefit both the employee through enabling a gradual adjustment to retirement and the Council through the ability to retain valuable experience and knowledge; it also increases the opportunity for succession planning and reflects the ethos of flexible working.
- 3.3 The Council will consider all requests for flexible retirement in response to written requests from eligible employees.
- 3.4 The Council will approve requests only where it is their interests to do so; where there is no adverse impact on the service; where the costs are affordable or where there are likely to be cost savings achieved as a result of the proposal.
- 3.4 A request should typically involve a substantial reduction of at least 40% in salary, either through reduced hours or level of responsibility.
- 3.5 Requests for flexible retirement will be considered by the Executive Leadership Board. Where a request for flexible retirement is from a Chief Officer, the decision will be made by the Chief Executive. Requests for flexible retirement from the Chief Executive will require approval from full Council.

4. Awarding Additional Pension – Regulation 31(2013 Regulations)

- 4.1 The Council will not make use of the provision to award additional pension.
- 4.2 This discretion is therefore not exercised.

5. Shared Cost Additional Voluntary Contributions (SCAVC) and Shared Cost Additional Pension Contributions (SCAPC) – Regulations 16(2) (e) and 16(4) (d) (2013 Regulations)

- 5.1 The Council will exercise discretion to allow Local Government Pension Scheme Members to contribute to a shared cost salary sacrifice additional voluntary contribution scheme.
- 5.2 The Council will not exercise its discretion to allow Local Government Pension Scheme Members to contribute to a Shared Cost Additional Pension Contributions Scheme.

6. Discretion to “switch on” the 85 year rule for 55 year olds and older but before the age of 60 – Para 1(1) (c) Schedule 2 of the 2014 Regulations

- 6.1 The Council will only exercise this discretion where there is a business reason to do so and where any costs associated with the discretion are affordable and sustainable to the Council. Requests will be considered by the Executive Leadership Board.

7. Waiving Reduction due to Early Payment of Pension – Regulation 30 (8) (2013 Regulations)

- 7.1 Employees can retire from age 55 and receive immediate payment of their pension benefits however the pension benefits payable will be subject to an actuarial reduction.
- 7.2 The Council will only exercise the discretion to waive the actuarial reduction where Regulation 30 (7) is applicable (that is where employment is terminated on the grounds of redundancy or in the interest of business efficiency)
- 7.3 The Council will only exercise this discretion where there is a business reason to do so and where any costs associated with the discretion are affordable and sustainable to the Council. Requests will be considered by the Executive Leadership Board.

8. Early Payment of Deferred Pension Benefits – Regulation 30 of the LGPS (Benefits, Membership and Contributions) Regulations 2007

- 8.1 The Council will not normally exercise this discretion but may consider it in exceptional circumstances where any costs associated with the discretion are affordable and sustainable to the Council.
- 8.2 Requests will be considered by the Executive Leadership Board

9. Transfer of Pension Rights – Regulation 100 (6) (2013 Regulations)

- 9.1 The Regulations permit the employer to extend the normal time limit (currently 12 months) during which a scheme member may transfer service from a previous employer.
- 9.2 The Council will not make use of the provision to extend the normal time limit.
- 9.3 This discretion is therefore not exercised.

10. Aggregation of Membership - Regulations 22, 7(b) 8(b) (2013 Regulations)

- 10.1 If a member has previous LGPS membership, the Regulations allow for them to make a decision about whether it is combined with their new LGPS membership.

- 10.2 Any such decision to maintain separate pension benefits must be made within 12 months of becoming an active member.
- 10.3 The Regulations permit the employer to extend the normal timescale.
- 10.4 The Council will not make use of the provision to extend the normal time limit.
- 10.5 This discretion is therefore not exercised.

11. Other Discretions

- 11.1 With the exception of the discretions set out in this policy statement, the Council will not exercise any pension discretions pursuant to the 2013 and 2014 Regulations.

12. Review of the Policy

- 12.1 This policy will be reviewed by Human Resources annually.

REPORT TITLE: MEMBERS' ALLOWANCES – INTERIM REVIEW OF THE INDEPENDENT REMUNERATION PANEL

15 JANUARY 2020

REPORT OF THE STRATEGIC DIRECTOR - RESOURCES

Contact Officer: David Blakemore 01962 848217 dblakemore@winchester.gov.uk

WARD(S): ALL

PURPOSE

The Independent Remuneration Panel (IRP) previously undertook a full review of the Council's Members' Allowances on 5 and 6 September 2017. As part of its deliberations at that time, the IRP was mindful that the Council was reviewing its Constitution and it was acknowledged that it was only able to make recommendations in respect of member roles relating to the governance and decision making structures at that time. Full Council adopted a scheme on 10 January 2018.

Accordingly, the IRP convened on Monday 14th October – Tuesday 15th October 2019 and undertook an *interim* review of the existing Members Allowances Scheme. Specifically, this was an assessment of the level of Special Responsibility Allowance (SRA) appropriate for new Committees as follows:

- The Scrutiny Committee
- The Audit and Governance Committee
- The Business and Housing Policy Committee
- The Health and Environment Policy Committee

The Report and recommendations of the Independent Remuneration Panel (IRP) regarding the City Council's Members' Allowances Scheme has been received and is attached at Appendix A. An extract of the Council's existing Members Allowances Scheme is attached at Appendix B.

Council is asked to consider the IRP's recommendations and accordingly set Members' Allowances rates for the forthcoming year, together with making the necessary provision in the 2020/21 draft budget.

RECOMMENDATIONS:

1. That Council notes the report and recommendations of the Independent Remuneration Panel (IRP) and agree changes to Special Responsibility Allowances (SRAs) for 2020/21 to be in accordance with those listed on pages 3 – 6 of the IRP's report (Appendix A), namely
 - i. Chairperson of Scrutiny Committee – **Band 3**
 - ii. Chairperson of Audit and Governance Committee – **Band 4**
 - iii. Chairperson of Health and Environment Policy Committee – **Band 4**
 - iv. Chairperson of Business and Housing Policy Committee – **Band 4**
2. That, subject to Council's approval of the recommendations of the Independent Remuneration Panel, the level of SRAs paid to the respective Chairpersons of the Scrutiny Committee, Audit and Governance Committee, Health and Environment Committee and Business and Housing Committee be backdated to 15 May 2019 (see section 8 on page 7 of the report).
3. That Council note the Recommendation of the IRP that the existing approach to indexation continue from April 2020 - based on the staff salary increases relating to Spinal Column Point 49 of the NJC for Local Government Staff Services.
4. That authority be delegated to the Strategic Director: Resources to finalise a revised Members' Allowances Scheme to take effect from 1 April 2020, in accordance with the recommendations of the Independent Remuneration Panel as set out in Appendix A.
5. That should the Council **not** agree to adopt a revised Members' Allowances Scheme in accordance with the recommendations of the Independent Remuneration Panel, its report and recommendations be noted and an alternative scheme be proposed to take effect from 1 April 2020.

IMPLICATIONS:**1 COUNCIL STRATEGY OUTCOME**

- 1.1 There is a requirement to undertake a periodic review of Members' Allowances in some circumstances and the Council is required to determine a Members Allowances Scheme before the beginning of each year. The process is set out in the 2003 Members' Allowances Regulations. Adopting a scheme which has been the subject of consideration by an independent panel balances the desirability of just and fair recompense to Members for the work they do as a councillor, with the economic demands on the Council's limited resources.
- 1.2 The Council is next due to undertake a full review of the current scheme (inclusive of recommendations of this interim review) in the autumn of 2021 for implementation from 1 April 2022. The previous full review was undertaken in September 2017 and Council implemented a scheme with effect from April 2018.

2 FINANCIAL IMPLICATIONS

- 2.1 The net impact of the changes to SRAs is £2,376.

Disbanded Committees	Band	£pa
The Overview and Scrutiny Committee	3	£7,914
Personnel Committee	4	£3,168
Audit Committee	5	£2,376
Standards Committee	6	£1,584
<u>TOTAL</u>		<u>£15,042</u>

New Committees	Band	£pa
Scrutiny Committee	3	£7,914
Audit and Governance Committee	4	£3,168
Business and Housing Committee	4	£3,168
Health and Environment Committee	4	£3,168
<u>TOTAL</u>		<u>£17,418</u>

Net difference		£2,376
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3 LEGAL AND PROCUREMENT IMPLICATIONS

- 3.1 The Local Authorities (Members' Allowances) (England) Regulations 2003 set out the process that must be followed in order to review Member allowances. These include the appointment of the IRP and the advertising of the IRP's report once received. The Council must also consider the report of the IRP before adopting any such scheme. The IRP is appointed by the Council on a four year term.

4 WORKFORCE IMPLICATIONS

- 4.1 None

5 PROPERTY AND ASSET IMPLICATIONS

- 5.1 None

6 CONSULTATION AND COMMUNICATION

- 6.1 The Panel's work included an evidence-gathering exercise which included the collection of benchmark comparative data for all Hampshire districts and boroughs. The Panel also interviewed all the respective chairs and group leaders/managers.
- 6.2 The report of the Panel's work communicated via a statutory public notice in the Mid-Hants Observer and also via the Council's website.

7 ENVIRONMENTAL CONSIDERATIONS

- 7.1 None

8 EQUALITY IMPACT ASSESSMENT

- 8.1 The report of the Panel included an assessment upon members of any equalities impact.

9 DATA PROTECTION IMPACT ASSESSMENT

- 9.1 None from the content of the report.

10 RISK MANAGEMENT

Risk (Detail in this column specific risks, under each of these headings)	Mitigation	Opportunities
<i>Property</i> Not applicable		
<i>Community Support</i> Adverse comments from public with regard to	Any increase proposed will have been recommended by an independent panel	

agreement that an increase in allowances is recommended.	with it reasoning clearly demonstrated. Appropriate communications will also assist and draw attention to its findings and conclusions.	
<i>Timescales</i> Implementation of a new scheme not completed early enough to budget implications to be factored	Should there be any delay in the implementation of a revised scheme, officers will still be able to demonstrate likely budgetary implications to allow any backdating of payments if this becomes necessary.	
<i>Project capacity</i> The review of the existing scheme has been undertaken and was facilitated by SEEMP and its implementation will be undertaken by officers.	N/A	
<i>Financial / VfM</i> IRP recommends Scheme which exceeds budget provision.	Council has final decision on scale of allowances, and will take that decision in the context of the overall budget consideration.	
<i>Legal</i> Risk of challenge to adoption of Allowances Scheme.	Adoption will have followed independent assessment by IRP. Review process will have been undertaken by experienced SEE consultant.	
<i>Innovation</i> N/A		
<i>Reputation</i> Adverse comments from public if an increase in allowances is recommended.	Any increase proposed will have been recommended by an independent panel. There have been no increases to members allowances for a significant period of time	Need to ensure ongoing retention and attraction to the member role and ensuring allowances are reasonable is part of this.
<i>Other</i> N/A		

11 SUPPORTING INFORMATION:

11.1 Background

11.2 At the meeting held on 19 July 2017, the Council formally agreed to establish an Independent Remuneration Panel (IRP) to exercise the functions specified in Regulation 21 of the Local Authorities (Members' Allowances) (England) Regulations 2003 (as amended) – Report CL134 refers. The 2017 Panel convened on 5 and 6 September 2017 and Council implemented a scheme with effect from 1 April 2018.

11.3 The Council is required by law to make a scheme for the payment of a basic allowance each year, and other allowances which the Council intends to pay. The scheme can also include an annual inflation index (which the current scheme does) and such a scheme can be continued for up to four years before the inflation allowance must be reviewed.

11.4 As referred to above, The Independent Remuneration Panel (IRP) previously undertook a full review of the Council's Members' Allowances in September 2017 and full Council adopted a scheme on 10 January 2018 with effect from 1 April 2018. As part of its deliberations at that time, the IRP was mindful that the Council was reviewing its Constitution and it was acknowledged that it was only able to make recommendations in respect of member roles relating to the governance and decision making structures at that time.

11.5 Accordingly, the IRP convened on Monday 14 October and Tuesday 15 October 2019 and undertook an *interim* review of the existing Members Allowances Scheme. Specifically, this was an assessment of the level of Special Responsibility Allowance (SRA) appropriate for new Committees as follows:

- The Scrutiny Committee
- The Audit and Governance Committee
- The Business and Housing Policy Committee
- The Health and Environment Policy Committee

11.6 Conclusions

11.7 Members are asked to consider the recommendations of the Independent Remuneration Panel as set out in its Report at Appendix A. Each of the Panel's recommendations is clearly evidenced within and are summarised in the recommendations to this report and as follows:

- That the Chair of the Scrutiny Committee continue to receive a Band 3 SRA.
- That the SRA for the Chair of the Audit and Governance Committee be increased from Band 5 to Band 4.

- That the SRA for the Chairs of the Business and Housing & the Health and Environment Policy Committee be increased from Band 6 to Band 4.
- That any index linkage agreed should continue to be in line with staff salary increases from 2020/2021 to the date of the next full review in September 2021.
- That as permitted by the 2003 Members' Allowances Regulations (paragraph 10.6) the new Members' Allowances be implemented by April 2020 and the back dating of the allowances for the two Policy Committee Chairs and the Audit and Governance Committee Chair take effect from the commencement of the municipal year 2019/20.

12 OTHER OPTIONS CONSIDERED AND REJECTED

- 12.1 Delay the review – the IRP was previously mindful that the Council was reviewing its constitution and it was acknowledged that it was only able to make recommendations in respect of member roles relating to the governance and decision making structures at that time. Therefore it was timely that the IRP undertake a review opportune after a period of time had elapsed so that retrospective work loads were able to be assessed.

BACKGROUND DOCUMENTS:-

Previous Committee Reports:-

CL138 – Members Allowances – Adoption of Scheme - 10 January 2018

Other Background Documents:-

None

APPENDICES:

Appendix 1 - Report of the Independent Remuneration Panel - Members' Allowances Scheme

Appendix 2 – Extract of Existing Members Allowances Scheme

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**An Interim Review of Members' Allowances for
Winchester City Council**

Report of the Independent Remuneration Panel

14th & 15th October 2019

**THE GUILDHALL,
HIGH STREET
WINCHESTER
HANTS,
SO23 9GH**

1. Introduction

The Independent Remuneration Panel was convened to undertake an interim review of Members' Allowances. The review was undertaken, and the Panel convened in accordance with The Local Authorities (Members Allowances) (England) Regulations (SI 1021) (2003 Regulations).

The Panel met on 14th and 15th October 2019 and membership of the Panel was:

Mark Palmer, Development Director, South East Employers (Panel Chair)
Roger Farrall, Local Government Officer (Retired) and local resident
Tim Stanbrook, High Technology Engineer (Retired) and local resident.

We interviewed 7 Members and 1 Officer.

The Panel would like to thank the Members and Officer who we interviewed during the process. We have taken account of the views expressed to us by those Members; and would like to thank them for their assistance in this review.

Additionally, the Panel was assisted and supported throughout by David Blakemore (Democratic Services Manager).

Other information at our disposal included previous Report of the Independent Remuneration Panel, the current Scheme of Members' Allowances and appropriate committee reports.

We also had the benefit of the Members' Allowance Survey for District and Borough Councils in the South East published by South East Employers in October 2018, the Survey has been used to support benchmarking and for this purpose we have used the Hampshire district and borough Councils as the benchmark group

2. Terms of Reference

Our terms of reference were to undertake an interim review of the existing Members' Allowances Scheme in response to the changes to governance and decision-making structures in the Councils adopted constitution. Specifically, this was an assessment of the Special Responsibility Allowances (SRA's) and to make recommendations as to the level of allowances for the following roles:

- The Scrutiny Committee Chair
- The Audit and Governance Committee Chair
- The Business and Housing Policy Committee Chair
- The Health and Environment Policy Committee Chair

The Panel was established in accordance with section 99 of the Local Government Act 2000.

3. Background to the Interim Review.

The Independent Remuneration Panel (IRP) previously undertook a full review of the Councils Members' Allowances on the 5th and 6th September 2107. As part of our deliberations at the time the IRP was mindful that the Council was reviewing its constitution and it was acknowledged that the IRP was only able to make recommendations in respect of member roles relating to the governance structures at the time.

The Panel recommended at the time that an interim review relating to new roles or those impacted by the new constitution and governance structures should take place six months after the new roles have been in place.

A key role of the Panel is to recommend a scheme of allowances which recognises both Members' responsibilities and workloads. However, the Panel was mindful of the Council's continued financial constraints when making its recommendations.

To develop a structured approach in determining allowances the Panel has continued to adhere to the transparent formula and methodology for calculating the Special Responsibility Allowances.

4. Scrutiny Committee Chair

The Principal Overview and Scrutiny Committee now has broad terms of reference as follows:

- It will hold the Cabinet to account by reviewing and scrutinising executive decisions
- Reviewing and scrutinising the performance of the Council in relation to its policy objectives and performance targets
- Exercise the right to Call-In for reconsideration of decisions made but not yet implemented by the Leader, the Cabinet and Portfolio Holders and Officers.

The Council has through the Members Allowance Scheme demonstrated a value in the role of the Scrutiny Committee Chair by accepting previous Panel recommendations that it should have parity of allowance with the role of Cabinet Member with Portfolio, Band Three.

In most councils, the role of overview and scrutiny chair is usually at a level/band below that of a cabinet/executive member. The parity of allowance between cabinet member and scrutiny committee chair demonstrates the value that the Council places in the role of scrutiny and this role has been further enhanced following the constitutional review.

In respect of the comparative benchmark councils, the district and borough councils across Hampshire (Table 1) Winchester City Council currently awards the second highest SRA for the role of overview and scrutiny chair. Winchester CC is also the only council within the benchmark group to have parity of esteem in respect of the allowance of cabinet member and scrutiny chair.

The Panel continues to recognise the role and importance of the Principal Overview and Scrutiny Committee Chair and recommends that the role continues to receive a Band Three SRA.

Recommendation: That the Principal Overview and Scrutiny Committee Chair continues to receive a Band Three SRA.

5. Audit and Governance Committee Chair

Prior to the constitutional review the Council had an Audit Committee Chair (Band 5) however, following the constitutional review the committee has been reviewed to include governance and standards and personnel, this has led to the Standards Committee and Personnel Committee being disbanded.

The new terms of reference for the Audit and Governance Committee include audit functions, governance functions and human resource functions. A separate Standards Sub Committee has also been established to investigate reports in respect of the Code of Conduct complaints that are referred to it by the Monitoring Officer.

Also, a separate Human Resources Sub- Committee has been established to be responsible for the Councils Human Resources function where not delegated under the Scheme of Delegation.

In respect of the benchmark councils the size and scope of other councils' audit and governance committees does vary but based on the 2018 comparative data Winchester City Council's current SRA is at the mean average across the benchmark councils.

The inclusion of the governance and human resource functions alongside the previous audit functions without doubt means the size and scope of the Committee and the workload and impact of the role of Chair has increased. The Panel is therefore of the view that the new role of Audit and Governance Committee Chair should see an increase in the SRA from Band Five to Band Four. The recommended allowance will equate to that of the Licensing and Regulation Committee Chair.

Recommendation: The Panel recommends that the SRA for the Audit and Governance Committee Chair be increased from Band Five to Band Four.

Benchmark Councils (October 2018) SEE Members Allowances Survey (Table 1)

Council	Overview and Scrutiny Committee Chair	Audit and Governance Committee Chair
Basingstoke & Deane BC	£5,835	£5,838
East Hampshire DC	£0	£2,000
Eastleigh BC	£2,688	£0
Fareham BC	£8,102	£4,340
Gosport BC	£0	£0
Hart DC	£3,257	£2,443
Havant BC	£5,920	£1,480
New Forest DC	£4,998	£2,059
Rushmoor BC	£3,963	£5,316
Test Valley BC	£6,516	£0
Winchester CC	£7,758	£2,328
Average	£4,457	£2,345

6. Policy Committee Chairs (The Business and Housing Policy Committee and the Health and Environment Policy Committee)

Following the constitutional review, the Council established two Policy Committees that are within the scope of the Overview and Scrutiny Procedure Rules which undertake forward looking, policy development work and pre decision scrutiny, relevant to their specific areas. The two Policy Committees 'Business and Housing' and 'Health and Environment' have clear terms of reference as set out below:

- Assist the Council Leader and Cabinet in the development of its budget and policy framework
- Conduct research, as well as community and other consultation, for the analysis of policy issues, the identification of possible options and to make recommendations to Cabinet or Council.
- To question the Leader and other Members of the Cabinet and/or Committees and senior officers of the Council in respect of the delegated priority of the Council strategy in each Committee's remit.
- To ensure that the Council adopts an entrepreneurial approach in achieving all the outcomes in the Council strategy.

The Policy Committees are a new innovation at Winchester and at the time of this interim review had only met on two occasions and based on the interviews with the two Chairs they are "still finding their feet". That said should the terms of reference be realised and met the committees have the potential to have a significant impact and have a major role in policy development; and assisting the Council Leader and Cabinet Members in respect of policy analysis, research and achieving better outcomes in relation to the Council Strategy. The role of the Chair will be pivotal to the success of the Policy Committees.

There was limited benchmark data to make comparisons with other similar council's allowances for these roles as only one other Hampshire authority was known to operate something similar at this time—.

The Council has currently assigned the roles a Band Six allowance that equates to the Chair of the Winchester Town Forum and Chairs of ad hoc Working Groups and Panels. We are of the view that the impact, importance and time commitment of the Policy Committees means that the role of Chair is bigger than a Band Six.

The Panel is of the view that when meeting the terms of reference and delivering the scheduled work programme the Policy Committee Chairs role is of equal size, importance and impact to that of the Chair of the newly constituted Audit and Governance Committee. The Panel therefore recommends that SRA for the Business and Housing and Health and Environment Policy Committee Chairs be increased from Band 6 to Band 4. The Panel is also of the view that the new allowance should be back dated to the beginning of the municipal year 2019-20.

RECOMMENDATION: The Panel recommends that the SRA for the Business and Housing and the Health and Environment Policy Committee Chairs be increased from Band 6 to Band 4.

7. Index Linking

The index linking of the allowances is currently based on the staff salary increases relating to Spinal Column Point 49 of the NJC for Local Government Staff Services

The Panel was of the view that this approach to indexation should continue and therefore future index linking of the SRA's from **April 2020** should be at the rate of increase in staff salaries.

RECOMMENDATION: Any index linkage agreed should be in line with staff salary increases from 2020/2021 to the date of the next full review in September 2021. The Panel recommends that Members ensure the indexation of allowances based on the percentage of staff salary increases continues to take place and is not foregone.

8. Backdating of Allowances

When a scheme of allowances is amended a council may choose to apply the amendment retrospectively to the beginning of the financial year in which the amendment is made. In accordance with the Guidance on Regulation for Local Authority Allowances **the Panel recommends that for the Chairs of the Policy Committees and the Audit and Governance Committee Chair the recommended allowances should be backdated to the beginning of the municipal (financial) year 2019/20.**

9. Implementation of Recommendations

As permitted by the 2003 Members' Allowances Regulations (paragraph 10.6) it is recommended that the new Members' Allowances as set out in this report be implemented by April 2020 and the back dating of the allowances for the two Policy Committee Chairs and the Audit and Governance Committee Chair take effect from the commencement of the municipal year 2019/20.

**Mark Palmer
Chairman of the Independent Remuneration Panel,
October 2019**

	CURRENT ALLOWANCE	RECOMMENDATION	RECOMMENDED BAND
Scrutiny Committee Chair	£7913.16	£7913.16	Band Three
Audit and Governance Committee Chair	£2374.56	£3167.10	Band Four
The Business and Housing Policy Committee Chair	£1582.02	£3167.10	Band Four
The Health and Environment Policy Committee Chair	£1582.02	£3167.10	Band Four

**MEMBERS AND OFFICERS OF WINCHESTER CITY COUNCIL INTERVIEWED BY
THE INDEPENDENT REMUNERATION PANEL 15th OCTOBER 2019**

Councillor Caroline Horrill	Leader of the Opposition
Councillor Margot Power	Chair of the Audit and Governance Committee
Councillor Angela Clear	Chair of the Health and Environmental Policy Committee
Councillor Dominic Hiscock	Chair of the Business and Housing Policy Committee
Councillor Caroline Brook	Chair of the Scrutiny Committee
Councillor Lucille Thompson	Leader and Cabinet Member for Communications
Councillor Anne Weir	Cabinet Member for Local Economy
David Blakemore	Democratic Services Manager

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CL149 – Appendix 2

Members Allowances – Amounts currently paid for each duty (From 1/04/19) following Inflation Uplift – (see Part 6 of the Council’s Constitution - Members Allowances Scheme - Paragraph 8)

Band	2018/19 Value £	2% Uplift £	Increased Yearly figure £	Increased Monthly figure £	Rounded Monthly figure £	New Yearly Value £
Basic	5694.00	113.88	5807.88	483.99	484.00	5808.00
Band 1	17070.00	341.40	17411.40	1450.95	1451.00	17412.00
Band 2	9312.00	186.24	9498.24	791.52	791.75	9501.00
Band 3	7758.00	155.16	7913.16	659.43	659.50	7914.00
Band 4	3105.00	62.10	3167.10	263.93	264.00	3168.00
Band 5	2328.00	46.56	2374.56	197.88	198.00	2376.00
Band 6	1551.00	31.02	1582.02	131.84	132.00	1584.00

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Winchester
City Council

COUNCIL MEETING – 15 January 2020

Question under Council Procedure Rule 15(3)

QUESTION 1

From: Councillor Godfrey

To: The Leader (Cllr Thompson)

“What steps are being taken by the Council to replace the £5m grant from Enterprise M3 LEP to improve the public realm in Winchester which was lost as a direct result of the judicial review of the council's planning decision on Station Approach?”

Reply

“The Enterprise M3 Local Enterprise Partnership (LEP) have indicated that they would be receptive to a future funding application for grant for works at Station Approach. At this stage, there is no commitment from central government to the details of future funding to LEPs, but we are working closely with EM3 to progress a future bid at the appropriate time. Any other potentially available funding sources will continue to be explored, working closely with Hampshire County Council aligned with the Movement Strategy implementation.”

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COUNCIL MEETING – 15 January 2020

Question under Council Procedure Rule 15(3)

QUESTION 2

From: Councillor Rutter

To: The Cabinet Member for Built Environment and Wellbeing (Cllr Porter)

“Can the Cabinet Member for Built Environment and Wellbeing please report on any progress with DEFRA and the issue of Nitrate Neutrality? The indecision and lack of clarity on this from the government is a serious bar to important planning applications throughout the Solent area, including some areas of the Winchester District which are impacted by the current ban.”

Reply

“This is a serious an issue which has affected a number of councils across southern Hampshire and has meant that the council has been unable to grant permission for a number of residential schemes which are unable to demonstrate nitrate neutrality.

I wrote to the relevant Minister raising my concerns regarding the impact on housing delivery and the development industry more widely in November last year. I was seeking assurances this was being discussed at the highest level in order to find a way resolve the issue which stems from advice being provided by Natural England notwithstanding the fact that wastewater discharged into the Solent from residential development is regulated by the Environment Agency. To date however I have received no reply.

In order therefore to move the positon forward I am taking a paper to Cabinet on 22nd January recommending that we adopt a Position Statement with immediate effect which will enable us to consider permissions for housing schemes. This will involve the Council pursuing options which will enable developers to mitigate the impact of their developments where they are unable to do so themselves. A number of other neighboring councils have adopted a similar approach.”

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COUNCIL MEETING – 15 January 2020

Question under Council Procedure Rule 15(3)

QUESTION 3

From: Councillor Pearson

To: The Cabinet Member for Service Quality and Transformation (Cllr Tod)
(in absence of Cllr Murphy, Cabinet Member for Environment)

“What issues does the new Waste Collection Contract address that were not covered by the present Contract with Biffa?

What is the status of the audit into the issues on the move to the new Waste Collection Contract?”

Reply

“The new waste collection contract provides a similar range of services to those currently delivered but there are also a number of service enhancements including:

- The use of only EURO6 compliant vehicles on the service thereby reducing the emissions from the refuse collection fleet
- Greater use of narrow bodied refuse collection vehicles to improve access particularly in town centres
- A free household collection of small electrical equipment for recycling
- The introduction of new ICT technology both in-cab and as a reporting tool which will improve management information and collection performance

The review of the mobilisation in October 2019 has not yet been completed, and officers are currently working with the Chair of the Scrutiny Committee to ensure there is capacity and availability of the committee to look at the Audit as soon as it is finalised. As I explain in answer to another question, the performance issues caused by the late delivery of calendars was quickly addressed and the service is now operating well – although we continue to work to improve it still further. The award of the new contract to Biffa means

that there is no requirement for major changes in the organisation of collections in October 2020.”



COUNCIL MEETING – 15 January 2020

Question under Council Procedure Rule 15(3)

QUESTION 4

From: Councillor Ferguson

To: The Cabinet Member for Service Quality and Transformation (Cllr Tod)

“Can the Cabinet Member for Service Quality and Transformation comment on what impact the new glass collection service has had on the volume of glass being collected across the district?”

Reply

“There has been a significant and positive impact on the volume of glass collected for recycling.

Whilst the data we have received is not final audited data, there is a significant increase in glass being collected since the service started on September 30th.

Number of tonnes of glass collected each month							
April	May	June	July	Aug.	Sept	Oct.	Nov.
130	168	167	179	133	133	275	221

Based on the two months of data received so far since the new scheme began, there has been at around an extra 50 tonnes of glass collected for recycling per month, taking May to July as the comparative months, although exact changes are difficult to identify as only two months have passed and we are expecting the amount of glass collected to vary across the year.

The national measure of CO2 saved per tonne recycled is 233kg of CO2 saved per tonne recycled*, which suggest around 10-15 tonnes of CO2 saved per month by our increased recycling activity.

When we have received 3 months data we should be in a position to provide a more robust estimate of the increase in recycling rate.”

*English Carbon metric report produced by
wasteprogramme@defra.gsi.gov.uk

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COUNCIL MEETING – 15 January 2020

Question under Council Procedure Rule 15(3)

QUESTION 5

From: Councillor Mather

To: The Cabinet Member for Service Quality and Transformation (Cllr Tod)
(in absence of Cllr Murphy, Cabinet Member for Environment)

“When will the Administration arrange for the removal of all the fiendishly adhesive “I’m voting tactically” stickers attached to lampposts, utility boxes, private house down pipes and street furniture in central Winchester and how much will it cost?”

Reply

“I share Cllr Mather’s frustration at the misuse of public street furniture for political or commercial purposes.

During the recent general election campaign, there were two main offenders:

- North East 4 EU – a limited company based in Newcastle – which sold the ‘I’m voting tactically’ and ‘Hearts Not Hate’ stickers from their website. On a walkabout last weekend, I saw around 30 of these in total – still wholly or partly in place – and they are in the process of being removed or have been removed.
- Campaign against Corbynism – a campaign set up by James Bickerton – a Daily Express journalist – which put up plastic anti-Corbyn posters around the Winchester constituency shortly before polling day.

Both of these have incurred cost to public authorities to have their materials removed – although we don’t exactly estimate the cost for each individual sticker or poster.”

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COUNCIL MEETING – 15 January 2020

Question under Council Procedure Rule 15(3)

QUESTION 6

From: Councillor Lumby

To: The Cabinet Member for Local Economy (Cllr Weir)

“Please can the Cabinet Member provide an update on next steps for Station Approach?”

Reply

“The council is reviewing the options for progressing the office and mixed use development at the Carfax site, Station Approach following the judicial review challenge. We remain committed to supporting the local economy through an exemplary, market leading low carbon office development in the city, and the Carfax site is ideal for that type of development. Leading the way with a net carbon neutral scheme that delivers new jobs and wider economic regeneration at Station Approach, in support of key elements of the Council Plan, is most important. We regret the unnecessary loss of the £5million grant from EM3LEP due to the legal action initiated by the City of Winchester Trust, but will continue to seek external funding to support the city centre economy.”

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COUNCIL MEETING – 15 January 2020

Question under Council Procedure Rule 15(3)

QUESTION 7

From: Councillor Gemmell

To: The Cabinet Member for Service Quality and Transformation (Cllr Tod)
(in absence of Cllr Murphy, Cabinet Member for Environment)

"What income did we receive in the year 2018/19; and what received/forecast to receive, in the year 2019/20 from the textiles bins and the planned distribution of such funds?"

Reply

"The textile income balance at the end of 2018/19 was £95,368.

The forecast is for £25k of income for 2019/20.

The funds will be distributed to Salvation Army £22k and TRAIID £7K as per the original agreement.

As per the original Portfolio Holder Decision in March 2014, the balance of funds are ring-fenced as additional money available for community grants.

These ring-fenced monies will be used to set up a competitive grant for carbon neutrality projects, initiatives and service. This will be administered through the council's crowd-funding platform."

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COUNCIL MEETING – 15 January 2020

Question under Council Procedure Rule 15(3)

QUESTION 8

From: Councillor Cook

To: The Cabinet Member for Service Quality and Transformation (Cllr Tod)

“Can the Cabinet Member please inform us as how all the Lib Dem Election Literature (in many cases in excess of 20 leaflets being deposited through the door of each household) has been disposed of and do you consider this appropriate behaviour and action given the so called well publicised Emergency Declaration that your Party have widely declared?”

Reply

“I’m sure Councillor Cook will be pleased to know that Winchester Liberal Democrats, wherever possible, work with printers who offer climate neutral printing and climate neutral shipping as well as ensuring that we print on recyclable FSC®-certified paper. We would hope that the Conservative Party could take a similar approach.

Every month the council collects and recycles around 193 tonnes of paper and cardboard – and our estimate is that, on average, each household across the district received less than 200 g of Liberal Democrat literature during the General Election campaign – about the same weight as a single copy of the Hampshire Chronicle. This added around 2% by weight to the amount recycled across the district in November and December.

Given that the Liberal Democrats don’t have tons of newspapers such as the Daily Mail, Daily Express, Sun etc. produced every day in support of our party, we will continue to produce our own printed materials to challenge government and county council complacency on issues such as climate change and make no apology for doing so.”

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COUNCIL MEETING – 15 January 2020

Question under Council Procedure Rule 15(3)

QUESTION 9

From: Councillor Horrill

To: The Cabinet Member for Housing and Asset Management (Cllr
Learney)

“Can the Cabinet Member for Housing explain why she saw fit not to attend the Nightshelter, Trinity or Emmaus AGMs to show her commitment to the partner organisations in the city which work with us to tackle the key issues of homelessness and rough sleeping? Is it that she had other political priorities?”

Reply

“My and Cabinet’s commitment is very clear - we have strengthened the commitment to work with partners to end homelessness in the Council Plan and through the homelessness strategy. During the autumn I have met individually or collectively with representatives of all our partners in this field. I have accompanied the street pastors into the early hours, taking the opportunity to talk to and provide refreshments to those still on our streets on a very wet and cold night. In the middle of November I took part in our annual homelessness count which again involved being out on the streets well into the night.

Like most Councillors I am frequently double or triple booked with evening meetings regardless of the level of political activity. While I would have attended if able, I was at a School Governing body meeting on the night of the Trinity AGM and undertaking training on the evening of the Winchester Nightshelter AGM neither of which could be rearranged. Neither I nor officers were invited to the Emmaus AGM.

It is a shame to see the time available for questions at this Council wasted with personal attacks such as this.”

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COUNCIL MEETING – 15 January 2020

Question under Council Procedure Rule 15(3)

QUESTION 10

From: Councillor Cunningham

To: The Cabinet Member for Built Environment and Wellbeing (Cllr Porter)

“Given the Council’s Climate Emergency declaration, and the fact that incineration is no form of recycling or renewable energy, it is a shame that the Council’s official submission regarding Wheelabrator’s Mega Incinerator at Harewood on the border of Wonston & Micheldever Ward has not been shared with Members.

The emissions from this Industrial waste fuelled Incinerator will directly impact concerned residents North & North East of Winchester between Micheldever Station and the city itself.

Can the Cabinet Member assure Members that the interests of residents in the affected areas is the Council’s primary concern, that this is reflected in the Council’s submission statement to Wheelabrator Technologies, and that the submission is issued, in full, to all Members without delay.”

Reply

“The Wheelabrator Harewood Energy from Waste proposal would see an incineration plant constructed 1.75km north of Barton Stacy and north of the A303 and is within Test Valley Borough Council area.

The proposal has been classified as a Nationally Significant Infrastructure Project and is therefore considered and decided by the Secretary of State following recommendations made by the Planning Inspectorate.

The proposal is currently at the pre application stage where the applicant is expected to work up the proposals having regard to local views. Wheelabrator initiated a 6 week consultation on 31 October 2019. A briefing note was sent to local ward members and Parish Councils on 7th November 2019 setting out details of the proposal and how to respond to the consultation.

Given the timescale for submitting comments an Officer response was sent overseen by me. I am happy to share the full response, which is attached as an Appendix to this question.

At this stage we are not being asked whether we object to the proposal or not, but rather to comment on the extent of the information being presented. This we have done as demonstrated in our comprehensive response attached.

I would wish to reassure members that the interests of the district's residents are always very important consideration for us where any development is proposed and will be reflected in the Council's response when the applicant makes their formal submission for examination to the Planning Inspectorate. A full report will be considered by Cabinet which will set out the issues and our intended response to the scheme."



To DWD
Acting for
WTI/EfW Holdings Limited

Case No:
Your Ref:
Enq to: Mr Stephen Cornwell
Direct Dial: 01962 848 485

Please quote on all correspondence

12 December 2019

Dear Sir

Subject: National Strategic Infrastructure Project to be considered under Planning Act 2008 (as amended) Wheelabrator Harewood: Proposed Application for a New Waste to Energy Facility and Associated Development on land to the West of Raymond Brown Waste Solutions, A303 Enviropark, Drayton Road, Barton Stacey, Andover, Hampshire. SO21 3QS

I refer to the above mentioned project which is currently in the pre-application stage for consideration as a National Strategic Infrastructure Project. This letter contains the formal response of Winchester City Council (WCC) to the Preliminary Environmental Impact Report (PEIR) and the Consultation Document which has been put out as part of a consultation exercise running from Wednesday 31 October 2019 to 1700 hours on Thursday 12 December 2019.

Introduction

The proposed location of the incinerator lies within the Test Valley Borough Council area. For the purposes of the 2008 Planning Act, Winchester City Council (WCC) is a neighbouring authority with regard to this proposal. Accordingly, the following comments will focus on this perspective but touch on other matters where the Council considered that they have a bearing on its function as a local planning authority (LPA).

The local planning authority notes the status of the proposal and the following comments have been framed to reflect the current stage in the pre application process. In that context, the majority of the comments below are encouraging the applicant to present greater clarity on specific issues and undertake further engagement with the interested local planning authorities and the wider community. As part of that process, WCC remains committed to working with Wheelabrator.

The comments below relate to the PEIR and are structured under the relevant chapter headings. The comments have drawn on views from other colleagues within the authority. This response has also been discussed with the Portfolio Holder for the Built Environment and Wellbeing.

Background

The proposal would see the construction of a waste to energy facility taking in up to 500,000 tonnes of municipal solid waste, commercial and industrial waste. It could generate up to 65MW gross electrical output. There would be 2 combustion lines, allowing for operations to be ongoing whilst one line is undergoing repair or maintenance. A 24hr 7 days a week operational programme is envisaged over 285 days per year, with the remaining down time used for maintenance. The facility would have a design life of 50 years. Access to the site is off the A303. The feedstock is envisaged coming from a broad area including Hampshire, Dorset and Wiltshire. The complex of elements would be designed to nestle around the tallest building which would be the boiler house. Two chimneys are also proposed. The combustion process would be undertaken using an inclined reciprocating grate technology enabling a burn of at least 2 seconds at a temperature exceeding 850C. The flue gas treatment system will be designed to achieve emissions within the limits as specified in the Industrial Emissions Directive and in the Best Available Technology reference document for Incineration. These would be enforced through the Environmental Permit that the plant will be required to hold. Sections of solar panels would be attached to the roof and walls of the building generating 2MW of electricity. The electricity connection to the grid is not put forward as part of the proposed DCO proposal.

Chapter 5 Alternatives

It is considered that the section on how this site was chosen needs further information. The reference in the document to the facility being CHP ready for when the heat demand arises is considered a highly optimistic statement when the potential for development within the surrounding area is considered. Without an identified outlet for the waste heat, the efficiency of the facility is considered to be severely compromised. The view of WCC is that this factor should have featured as one of the principle considerations in the site selection process.

Within an environmental statement the applicant is obliged to include information on the main alternatives they have studied and the reasons for their choice. The reasons this site was chosen are listed in the documents as the following:

- Location to Hampshire and region
- Proximity to Enviopark next door
- Proximity to strategic road network
- Low environmental sensitivity of site
- Availability of land

None of the above are viewed as critical in the selection process and it is considered that they are as likely to apply to a number of other sites. A far more rigorous

explanation and justification of why this site was chosen is required. It is noted that the proximity to an electricity connection point on the grid is not identified as one of the considerations.

The grid connection should form part of the submission as an essential component of the overall project.

The potential for this type of facility to be located at a former energy generating site such as Didcot should have been considered particularly given that locations additional access to the rail network.

One of the alternatives is the do nothing scenario. This appears to have been discounted without any clear assessment of the future direction of recycling generally. The projected 50 year design life of the facility is noted. In view of the dynamic nature of the recycling industry some recognition of the potential availability of feedstocks throughout this period should be considered including the future trends in waste management. Indicators suggest less waste being generated in the future or with better options for reuse or recycling and it would be perverse if feedstock was being trucked over long distances to supply the facility. This would defeat the principle of reducing emissions. The presence of other energy from waste incinerators is noted and so the concept of completion for waste is a realistic possibility which could result in premature redundancy of the plant. Whilst paragraph 4.89 says it is unrealistic and potentially misleading to attempt at this stage to provide information on the origin of the fuel this is not accepted.

The applicant states that the proposal would generate employment opportunities in the local area. Whilst focusing on the Andover Travel To Work Area, this benefit could presumably apply to parts of the Winchester area. Conversely, the proximity of the site to the strategic road network is considered to give people the ability of travelling to the site from a wider area which may dilute any more localised benefits.

Chapter 6 Traffic

The lack of any links to public transport opportunities means that all employees will drive to the site by car. A strategy to reduce individual car use and to prevent both construction traffic and employee traffic from using the A272/A30 and local road network should be put forward.

The inadequate standard of the east and west bound de-acceleration and acceleration lanes at the junction of the A303 and Drayton Road, are noted. This situation is considered to be an incentive for people to avoid using the A303 and seek instead to find an alternative route to and from the site which would involve the use of the rural road network referred to above. For traffic approaching from the south this means using local roads that pass through the WCC area. This concern needs to be recognised, assessed and appropriate mitigation measures put forward.

At the operational stage a similar set of measures should be adopted.

It is projected that 40% of the traffic delivering feedstock to the site will come up the A34. The PEIR at paragraph 6.165 acknowledges the Junction 9 M3 road improvement, but simply says this has to be factored in. A more detailed and thoughtful analysis of this is required. If the junction improvements do take place they may result in

traffic delays which can lead to traffic seeking to bypass the road works by using the roads through Winchester itself. The City has poor air quality which any additional HGV traffic will not improve. More than that, if HGVs do pass through the city, they are less likely to re-join the A34 but continue up the A272 seeking a rural route to the site.

Chapter 7 Air Quality

The WCC Chartered Environmental Health Practitioner has commented on the proposal. His comments are included in the response below but the full version is attached at the back of this letter.

In general terms of noise and air quality, the proposed modelled receptors are acceptable. The approaches to the analysis of the impact from emissions on human health are noted.

It is considered that the scientific implications to health relative to the size of particulates is becoming an ever more apparent and important factor. The ability to meet standards will be influenced by the nature and degree of waste in the burn. It should be clarified what risk may result if one particular type of waste is burnt (for example plastic) and whether that burn could overwhelm the emissions treatment system resulting in an escape of an over concentration of particulate matter or other elements in the flue gases. A more detailed outline of the handling and any pre treatment/processing of the waste stream before it enters the incinerator is required.

The nature and extent of the proposed waste feedstock needs qualifying in greater detail.

A critical factor is considered to be the ability of the facility to adapt to future tightening of requirements to reduce emission levels. It needs to be clarified if the facility has a sufficient level of inbuilt resilience to allow for improvements in the future. For example, if the particulate level is reduced to include the capture of smaller PM2.5 particulate matter.

The details contain a reference to the presence of an ongoing monitoring system of the emissions. However, it is not clear what procedure would be followed if this system identified a concern with the emission levels. This needs clarifying and setting out using a number of scenarios if this assists in the clarification.

Chapter 13 Archaeology and Heritage

The comments of the Historic Environment Team Leader are included below. There is no objections to the methodology used to assess the impact on the built heritage. There are however some queries in relation to the assessment in terms of conservation areas which it is considered require clarification. The table on page 10 of Chapter 13 (Archaeology and Heritage) states that conservation areas have a medium heritage value but that conservation areas of a demonstrable high value would have a high heritage value. I have not been able to find a definition of what constitutes 'demonstrable high value' or a methodology for how this would be assessed in the submitted documentation. However it is noted that Barton Stacey, Longparish and Hurstbourne Priors Conservation areas are considered to have high value (p. 17). The study appears to omit an assessment of the impact on the Sutton Scotney conservation area, Tufton Conservation area in Basingstoke and Deane, and Wherwell Conservation

Area in Test Valley, all of which fall within the 5km distance band and should be considered.

It is considered that an additional view from the elevated site at Norbury ring is required.

No panoramic views or wire frames showing the potential impact of development appear to have been submitted and this is a significant omission which should be rectified.

Chapter 14 Landscape & Visual Impact

The views of the Landscape Officer have been sought and their conclusions are contained in the comments below. A full copy of their response is set out at the back of this letter.

Landscape and visual impact is a direct product of the size and scale of the proposed facility. The details refer to a reduction in the height of the main buildings and chimneys following closer analysis. However, the PEIR does reference to different heights and this needs to be edited out to one consistent set of figures. In paragraph 2.2.2 reference is made to the boiler house of up to 55m and chimneys 90-100m in height. Paragraph 2.3.4 again makes reference to the 90-100m chimney heights. Table 4.2 then refers to a main facility with a maximum height of 46m and the chimneys having a maximum height of 80m.

The size of the building is directly related to the space needed to accommodate the equipment. The choice of the inclined reciprocating grate technology chosen for the combustion process needs to be justified in the context that another technology might result in a development that has a lower height for the buildings and consequential a reduced visual impact.

Paragraph 14.40 sets out that the plume is not considered in the impact assessments as it is 'only expected to be visible intermittently'. The affects of the plume should be considered as a worst case scenario.

The impacts of night time lighting should be included within any assessment but both the construction and operational phases of the development. The assessment should address impacts to aviation receptors and should also address impacts from the potential illumination of the plumes during night-time. The assessment should cross-refer to other relevant aspect assessments (such as ecology and cultural heritage). Due to the height of the chimney stacks, aviation lighting will no doubt be required. The LVIA should assess the additional night time impact this lighting would have. Also whilst the impacts of the plumes cannot be quantified, this impact should not be ignored and discounted from the assessment altogether.

The potential glinting affect at a distance of the proposed solar panels on the roof and/or sides does not appear to have been sufficiently assessed or mitigated at this stage.

The dramatic cut off applied to the 5km distance is considered to be too abrupt to separate the wider visible area from the variable visible area. (para 14.64)

Sutton Scotney which does lie within the 5km zone is not recognised as such in the assessment.

An additional viewpoint is required in the area of Sutton Scotney or a clear and convincing reason why no such viewpoint is proposed. The 5km cut off excludes Norsebury Ring at 100m AOD which lies east of Sutton Scotney and Worston.

The visualisations only show the existing landscape. No attempt has been made to show what the project would look like other than a general reference to a section of the building and chimneys being in view.

It is considered that nothing can be done to reduce the impact within the WCC area of the presence of the building. However the applicant offers no mitigation of any kind in recognition of that situation. This needs to be considered with appropriate mitigation put forward.

Conclusion

Winchester City Council has sought to restrict its comments to those aspects relevant to its standing as a neighbouring authority. The applicant is requested to provide further explanation on a range of issues. A proposal of this nature which involves emission discharges into the atmosphere will inevitably raise concerns in the local community relating to air quality. At the present time the level of detail is considered to have a number of omissions. Whilst recognising that the applicant goes into the PEIR consultation with a scheme still in its formative stage, it should also be recognised that the applicant must put out into the public domain a sufficient degree of information on which the public can make reasonable and rational comments. The DCLG publication Planning Act 2008: Guidance on the pre application process (March 2015) acknowledges that a consultation can take place in phases as detail becomes available. The benefit of this approach is obvious as it allows the progressive development of a scheme and does not hold back detail until the formal submission stage when the consultation exercise is more limited in its nature and extent. The publication and consultation of more detail as a second stage consultation exercise is something the applicant is encouraged to adopt in this instance.

If you have any queries or require further information, please do not hesitate to contact the Case Officer, Mr Stephen Cornwell on 01962 848 485.

Yours faithfully

Julie Pinnock BA (Hons) MTP MRTPI
Head of Development Management

Full comments attached below from:
Landscape Officer
Chartered Environmental Health Practitioner
Historic Environment Team Leader

Landscape Officers Comment in Full

Thank you for the opportunity to comment. We have concerns relating to how the proposal would affect the the landscape within the WCC boundary.

Landscape Policy

- **NPPF**

With regards to the National Planning Policy Framework, the following paragraphs should be considered in relation to landscape proposals.

127. Planning policies and decisions should ensure that developments:

a) will function well and add to the overall quality of the area, not just for the short term but over the lifetime of the development;

b) are visually attractive as a result of good architecture, layout and appropriate and effective landscaping;

c) are sympathetic to local character and history, including the surrounding built environment and landscape setting, while not preventing or discouraging appropriate innovation or change (such as increased densities);

130. Permission should be refused for development of poor design that fails to take the opportunities available for improving the character and quality of an area

170. Planning policies and decisions should contribute to and enhance the natural and local environment by:

b) recognising the intrinsic character and beauty of the countryside, and the wider benefits from natural capital and ecosystem services – including the economic and other benefits of the best and most versatile agricultural land, and of trees and woodland;

- **WCC Local Plan**

Policy CP13 – High Quality Design

Policy CP20 – Heritage and Landscape Character

Policy DM23 – Rural Character

Landscape and Visual Impact Assessment

The Landscape and Visual Impact Assessment Chapter 14 of the PIERS admits that the proposed development would result in moderate to major adverse effects; the development would provide no beneficial landscape or visual effects to the immediate or wider landscape. Therefore it is considered that the proposals do not meet the requirements of Paragraphs 127, 130 and 170 of the NPPF and Policies CP13, CP20 and DM23 of WCC's Local Plan.

Winchester City Council boundary is within the 5km zone of theoretical visibility. This brings Sutton Scotney and Egypt within the assessed zone. Higher ground outside of the 5km radius would also be affected visually by the proposed building mass.

Assessment Methodology

14.39 - The landscape and visual baseline assessments have been based on desk study and field work. Field work has been stated as being undertaken between June 2018 and June 2019 and has included both summer and winter inspections to take account of the changing seasons and the differences between vegetation being in leaf or not.

The 2019 winter photography has yet to be carried out although there is a statement of the changes that occur in the winter.

14.40 – this paragraph sets out that the plume is not considered in the impact assessments as it is 'only expected to be visible intermittently'.

This affects of the plume should be considered as a worst case scenario

Inspectors Comments

4.9.5 The impact of night time lighting should be assessed for both the construction and operational phases of the Proposed Development. The assessment should address impacts to aviation receptors and should also address impacts from the potential illumination of the plumes during night-time. The

assessment should cross-refer to other relevant aspect assessments (such as ecology and cultural heritage).

The assessment of impacts to aviation receptors is not a matter for the LVIA, but has been considered in Chapter 17 – Other Issues of this PEIR. The assessment of impacts relating to the potential illumination of the plume at night-time cannot be readily quantified, however the impact of night time lighting will be assessed qualitatively in the LVIA for the ES.

Due to the height of the chimney stacks, aviation lighting will no doubt be required. The LVIA should assess the additional night time impact this lighting would have. Also whilst the impacts of the plumes cannot be quantified, this impact should not be ignored and discounted from the assessment altogether.

The potential glinting affect at a distance of the proposed solar panels on the roof and/or sides does not appear to have been sufficiently assessed or mitigated at this stage.

Conclusion

Whilst mitigation measures are proposed, these are actually small and cosmetic which would have no benefit to the wider landscape. Due to the combination of site location, shape and surrounding landscape characteristics, moderate and major adverse landscape and visual effects remain with no beneficial landscape and visual effects having been identified. Characteristics, guidelines and strategies set out in the tiers of landscape character assessments have not been taken into consideration.

.....

Chartered Environmental Health Practitioner Comment in Full

On behalf of the David Ingram (Service Lead – Public Protection) I have now reviewed the Preliminary Environmental Impact Report (PEIR). I have restricted my consideration to potential impacts relating to Winchester City Council’s District. There is a higher potentiality for more localised impacts but I will be leaving such comments to Test Valley BC in whose area such impacts could occur.

I have therefore reviewed the PEIR with particular reference to the following chapters within the main report and figures (Volume 1):

- Chapter 4 – The Proposed Development
- Chapter 6 – Traffic & Transport
- Chapter 7 – Air Quality (plus Appendix 7.1 of volume 2)
- Chapter 8 – Health
- Chapter 9 – Noise and Vibration
- Chapter 17 – Other Issues (plus Appendix 17.3 Statement of Statutory Nuisance)

There is little consideration of impacts with Winchester City Council’s district but this is considered acceptable as the location of the development results in more sensitive/closer receptors being within the Test Valley BC area. I am therefore satisfied that in terms of noise and air quality the proposed modelled receptors are acceptable.

With regards to impacts within Winchester City Council’s area, it is likely the main concern to our residents will be potential health impacts from the stack emission discharge. Overall I am satisfied this will be fully assessed by the proposals within this PEIR and in particular note:

1. Although the exact design is not finalised the type of plant and proposed abatement techniques are tried and tested technology.
2. From an ambient air quality perspective the proposed assessment is robust and I welcome the extension of the monitoring exercises to ensure a greater accuracy in the modelling ratification process.

3. The site will also need permitting by the EA that will set wider emission criteria. The proposed assessment will be worst case as it is based on maximum acceptable emission criteria set within the Industrial Emissions Directive (IED).
4. The proposal to include a full Human Health Risk Assessment (HHRA) is welcomed and will need further detailed assessment once complete.

From a wider Climate Change perspective it is worth noting that the plant will not be Combined Heat and Power (CHP) being only “CHP ready”. You may therefore wish to make further comment on seeking more positive steps that could be taken at the planning stage to ensure this functionality is utilised in the future.

.....

Historic Environment Team Leader

I can advise that there are no objections to the methodology used to assess the impact on the built heritage. There are however some queries in relation to the assessment in terms of conservation areas which it is considered require clarification. The table on page 10 of Chapter 13 (Archaeology and Heritage) states that conservation areas have a medium heritage value but that conservation areas of a demonstrable high value would have a high heritage value. I have not been able to find a definition of what constitutes ‘demonstrable high value’ or a methodology for how this would be assessed in the submitted documentation. However it is noted that Barton Stacey, Longparish and Hurstbourne Priors Conservation areas are considered to have high value (p. 17). The study appears to omit an assessment of the impact on the Sutton Scotney conservation area, Tufton Conservation area in Basingstoke and Deane, and Wherwell Conservation Area in Test Valley, all of which fall within the 5km distance band and should be considered.

It is considered that an additional view from the elevated site at Norbury ring is required.

No panoramic views or wire frames showing the potential impact of development appear to have been submitted and this is a significant omission which should be rectified.

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COUNCIL MEETING – 15 January 2020

Question under Council Procedure Rule 15(3)

QUESTION 11

From: Councillor Scott

To: The Cabinet Member for Service Quality and Transformation (Cllr Tod)
(in absence of Cllr Murphy, Cabinet Member for Environment)

“Can the Cabinet Member for Environment confirm the status of the waste collections and what level of complaints are coming from residents dissatisfied with the service?”

Reply

“The waste collection service began a 1-year contract extension with Biffa on the 30th September. This service is now operating within the main performance levels set out in the contract, as the crews have developed experience of delivering the new routes over those first three months, and is significantly better than this time last year, although we continue to work to improve performance still further. On average fewer than 0.1% of collections are currently being reported as missed. It is important to remember on average 215,000 collections are made per month.

Missed bins per month	Refuse	Recycling
December 18	178	118
December 19	98	55

Any phone calls and complaint received are now within the number that we would expect for a system that is performing to contract standard. In the week before Christmas, (17th-23rd December) for example we only received between 50 -75 phone calls each day for the whole waste service, whereas for the same period at the end of November the number of phone calls was roughly double that.

The Christmas period when there is significant change to the waste collection service through bank holidays, and increases in the volume of material produced has also passed without any significant issues arising, which

reflects well on the effort put in by our contractor and our contact management team.

This is demonstrated in the numbers shown overleaf, in table 1, which relates to our contractual performance targets for missed bins in December. We continue to try and improve performance across the board.”

Table 1

Current missed bin performance against contract levels.

	Number of collections per month	Bins missed in December	Bins missed per 100,000 collections	Contract performance threshold
Refuse and recycling collections	215,000	150	69	144
Green waste collections	107,000	73	68	165
Glass Collection	53,800	60	111	165



COUNCIL MEETING – 15 January 2020

Question under Council Procedure Rule 15(3)

QUESTION 12

From: Councillor Brook

To: The Cabinet Member for Built Environment and Wellbeing (Cllr Porter)

“At the Cabinet meeting, there were numerous concerns highlighted by Architects Builders and Developers, regarding the Nitrates issue and its impact on delivering the much needed housing within our district. Other Councils have already implemented a plan. Could the Cabinet Member please advise on when we can expect some progress on this? We need to prevent intervention being required when our targets for meeting the current Local Plan are missed and to ensure delivery of the much needed affordable housing for our residents, including the WCC schemes that will inevitably be delayed.”

Reply

“I have already addressed the nitrate issue earlier this evening in my response to Cllr Rutter’s question.

I can add that adopting this Position Statement with immediate effect will enable us to begin considering planning permissions for residential schemes to help us maintain an adequate supply of land for housing development in the district, with the benefits this brings for our communities and people looking to live in the district, as well as the businesses that deliver new homes.”

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COUNCIL MEETING – 15 January 2020

Question under Council Procedure Rule 15(3)

QUESTION 13

From: Councillor Pearson

To: The Cabinet Member for Built Environment and Wellbeing (Cllr Porter)

“A noticeable absence to the Climate Emergency Action Plan is specific reference to the Policy CP11 in the Local Plan Part 1.

- (a) What does this Policy now state?
- (b) What is now the status of this Policy now that Housing is an important element of the Climate Emergency Action Plan?
- (c) Have Planning Officers, and the Planning Committee been given guidance that this Policy should now be given DUE CONSIDERATION AND IMPORTANCE, with all new developments dated from 1st December 2019?”

Reply

“Nothing has changed in relation to Local Plan Policy CP11 as a result of the declaration of a climate emergency – it is the adopted policy and will be modified or replaced as necessary when the Local Plan is reviewed.

The application of the policy to individual planning applications has been restricted somewhat by the government’s national planning guidance but the general requirement to seek to minimise carbon emissions in new development has been and remains the Council’s policy. The government is currently consulting on updates to national Building Regulations which will set out new standards for energy efficiency and in time these will set the minimum requirements for all development.

In preparing the new Local Plan, the importance of minimising carbon emissions arising from development will be fundamental to the evaluation and testing of options and the recognition of a climate emergency will thus play a key role in shaping the whole development strategy, not just individual elements.”

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