

# Public Document Pack



## NOTICE OF MEETING

<b>Meeting</b>	Employment in Hampshire County Council Committee
<b>Date and Time</b>	Thursday, 2nd November, 2023 at 10.00 am
<b>Place</b>	Chute Room, Ell Court, The Castle, Winchester
<b>Enquiries to</b>	members.services@hants.gov.uk

Carolyn Williamson FCPFA  
Chief Executive  
The Castle, Winchester SO23 8UJ

## FILMING AND BROADCAST NOTIFICATION

This meeting may be recorded and broadcast live on the County Council's website and available for repeat viewing, it may also be recorded and filmed by the press and public. Filming or recording is only permitted in the meeting room whilst the meeting is taking place so must stop when the meeting is either adjourned or closed. Filming is not permitted elsewhere in the building at any time. Please see the Filming Protocol available on the County Council's website.

## AGENDA

### 1. APOLOGIES FOR ABSENCE

To receive any apologies for absence received.

### 2. DECLARATIONS OF INTEREST

All Members who believe they have a Disclosable Pecuniary Interest in any matter to be considered at the meeting must declare that interest and, having regard to Part 3 Paragraph 1.5 of the County Council's Members' Code of Conduct, leave the meeting while the matter is discussed, save for exercising any right to speak in accordance with Paragraph 1.6 of the Code. Furthermore all Members with a Personal Interest in a matter being considered at the meeting should consider, having regard to Part 5, Paragraph 4 of the Code, whether such interest should be declared, and having regard to Part 5, Paragraph 5 of the Code, consider whether it is appropriate to leave the meeting while the matter is discussed, save for exercising any right to speak in accordance with the Code.

### 3. MINUTES OF PREVIOUS MEETING (Pages 5 - 8)

To confirm the minutes of the previous meeting held on 30 June 2023.

**4. DEPUTATIONS**

To receive any deputations notified under Standing Order 12.

**5. CHAIRMAN'S ANNOUNCEMENTS**

To receive any announcements the Chairman may wish to make.

**6. PAY AND LEGISLATION UPDATE (Pages 9 - 18)**

To consider a report of the Director of People and Organisation providing an update on the national pay award for local government staff for April 2023 and the approach to meeting our statutory obligations to inform and consult trade unions of proposals to make redundancies. It also provides an update on significant legislative changes that may require actions from Officers in the future.

**7. HAMPSHIRE COUNTY COUNCIL PAY STATEMENT – FINANCIAL YEAR 2024/25 (Pages 19 - 36)**

To consider a report of the Chief Executive setting out the proposed Pay Statement for 2024/25.

**8. MEMBERS' ALLOWANCES SCHEME 2023/24 - REVIEW OF SPECIAL RESPONSIBILITY ALLOWANCES (Pages 37 - 94)**

To consider a report of the Chief Executive regarding Special Responsibility Allowances following a review by the Independent Remuneration Panel.

**9. CHIEF OFFICER UPDATE (Pages 95 - 100)**

To consider a report of the Director of People and Organisation on changes to the Chief Officer Group following the retirement of the Director of Children Services and subsequent period of interim appointments for the Director and Deputy Director of Children's Services.

**ABOUT THIS AGENDA:**

**On request, this agenda can be provided in alternative versions (such as large print, Braille or audio) and in alternative languages.**

**ABOUT THIS MEETING:**

**The press and public are welcome to attend the public sessions of the meeting. If you have any particular requirements, for example if you require**

**wheelchair access, please contact [members.services@hants.gov.uk](mailto:members.services@hants.gov.uk) for assistance.**

County Councillors attending as appointed members of this Committee or by virtue of Standing Order 18.5; or with the concurrence of the Chairman in connection with their duties as members of the Council or as a local County Councillor qualify for travelling expenses.

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# Public Document Pack Agenda Item 3

AT A MEETING of the Employment in Hampshire County Council Committee of  
HAMPSHIRE COUNTY COUNCIL held at the castle, Winchester on Friday, 30th  
June, 2023

Chairman:

\* Councillor Kirsty North

\* Councillor Stephen Parker

\* Councillor Stephen Philpott

\* Councillor Adrian Collett

\* Councillor Steve Forster

\* Councillor Keith House

\* Councillor Zoe Huggins

\* Councillor Arun Mummalaneni

\*Present

## 57. APOLOGIES FOR ABSENCE

All Members were present at the meeting, but apologies were received from Jac Broughton, Director of People and Organisation.

## 58. DECLARATIONS OF INTEREST

Members were mindful that where they believed they had a Disclosable Pecuniary Interest in any matter considered at the meeting they must declare that interest at the time of the relevant debate and, having regard to the circumstances described in Part 3, Paragraph 1.5 of the County Council's Members' Code of Conduct, leave the meeting while the matter was discussed, save for exercising any right to speak in accordance with Paragraph 1.6 of the Code. Furthermore Members were mindful that where they believed they had a Personal interest in a matter being considered at the meeting they considered whether such interest should be declared, and having regard to Part 5, Paragraph 5 of the Code, considered whether it was appropriate to leave the meeting whilst the matter was discussed, save for exercising any right to speak in accordance with the Code.

## 59. MINUTES OF PREVIOUS MEETING

The minutes of the last meeting were reviewed and agreed.

## 60. DEPUTATIONS

There were no deputations for the meeting.

## 61. CHAIRMAN'S ANNOUNCEMENTS

The Chairman thanked Assistant Director Andy Bailey for a Member briefing following the last meeting and also sent best wishes to Jac.

## 62. **PAY AND LEGISLATION UPDATE**

The Committee considered a report from the Director for People and Organisation (item 6 in the minute book), which updated Members on the national pay award for local government staff in April 2023, associated union ballots for industrial action and ballots in relation to pay and conditions for teachers.

The presenting officer summarised the report, highlighting that the UNISON ballot was due to close in early July. It was confirmed that the changes would not benefit HCC directly, but they were welcomed as they would benefit smaller employers.

RESOLVED:

- a) EHCC noted that the national Unite and UNISON Trade Unions were currently balloting their members for industrial action, in relation to the National Employer's offer for the pay award for 1 April 2023. GMB's ballot was expected to open in September.
- b) EHCC noted that ballots for industrial action were also being conducted of Teaching staff in relation to pay, school funding and working conditions.
- c) EHCC noted the update following the local consultative ballot undertaken by UNISON in relation to annual leave and amendments to the Council's salary policy.
- d) EHCC noted the new potential legislation introducing a future entitlement to neonatal leave and pay and a new consultation covering working time, holiday entitlement and pay, and TUPE regulations.

## 63. **HAMPSHIRE COUNTY COUNCIL - ANNUAL WORKFORCE REPORT 2022-23**

The Committee received a report from the Director of People and Organisation (item 7 in the minute book) on the Annual Workforce Report for 2022/23, which provided a high-level overview of key workforce data (excluding schools) and the relevant trends to inform the Council's workforce strategies and priorities.

The officer summarised the report, highlighting that the overall headcount in workforce had increased, but recruitment and retention remained a challenge.

During questions on the report, Members learned the following:

Attract

- Ethnicity new employment data was still being looked at and more details would return to Committee once this had been analysed.
- Regarding positive discrimination, it was important to have the right candidate in the right role and Members were pleased to learn that the attraction and recruitment process followed the correct standards at all levels across the organisation.

- Statistics around the applicant rate would be looked at further and provided to Committee

#### Resource

- There were strict rules around overseas recruitment and the policy had changed within the past six months to better reflect national guidance.
- Further details would be looked at regarding where overseas workers were from, including those from Ukraine and Eastern Europe

#### Onboarding

- Further work would be conducted around employees that leave within the first three months and a benchmarking exercise undertaken against other neighbouring authorities.
- More investigation would be done to learn the types of roles people had moved to internally within the organisation to see whether there were any patterns.

#### Develop

- The Firefly was oversubscribed and very popular and apprenticeships continued to be developed. Further investigation would be done regarding the approach to neurodiversity within the Firefly programme.

#### Reward and Recognise

- There had been an 11% decrease in Special Recognition Award (SRA) payments, yet over 99% of the workforce were felt to be working at a high level. Further work would be done around SRA's as only 10% were received by those in a grade A-D role.
- The percentages around high performance would be broken down further

#### Progress and Perform

- Following government advice, proof was no longer required to confirm a case of Covid, which had shifted the balance of sickness related to Covid compared to ENT (ear, nose and throat).
- A sicknote was always requested after five working days, and trigger points on the IBC enabled sickness discussions to be had with employees.
- Neonatal/compassionate leave was tracked, but not through sickness absence. Other reasons for leave would be broken down according to the nature of the leave and provided to Committee

#### Retain and Exit

- Average time in post at HCC was 9 years, but only 18% of leavers had completed questionnaires providing an insight into their reasons for leaving. Managers were continuing to encourage people to complete the form as it was useful to know whether there were areas that needed further work to improve retention. There was no indication in the questionnaires received that there was bad health within HCC or that it was not a good employer.

RESOLVED

The Employment in Hampshire County Council (EHCC):

- a) Reviewed the content of the Annual Workforce Report (Annex One)
- b) Noted the progress of the actions so far and next steps.

64. **CONNECT2HAMPSHIRE - UPDATE ON HAMPSHIRE'S TEMPORARY STAFFING AGENCY**

The Committee received a report from the Director of People and Organisation (item 8 in the minute book), which provided an update on the County Councils joint venture agency, Hampshire & Kent Commercial Services LLP (trading as Connect2Hampshire).

After summarising the report, the presenting officer confirmed that it was the 4<sup>th</sup> year of the agency, which offered staff pension and sickness cover as well as training that was available to full time staff without the commitment of a long-term position.

Members were happy with the report.

RESOLVED

The EHCC noted the update for Connect2Hampshire in relation to 2022/23, including its performance during this period in relation to the provision of temporary agency workers to the County Council.

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Chairman,



## HAMPSHIRE COUNTY COUNCIL

### Report

<b>Committee:</b>	Employment in Hampshire County Council
<b>Date:</b>	2 November 2023
<b>Title:</b>	Pay and Legislation Update
<b>Report From:</b>	Director People and Organisation

**Contact name:** Andy Bailey, Assistant Director HR and OD

**Tel:** 07837 894673

**Email:** andy.bailey@hants.gov.uk

### Purpose of this Report

1. The purpose of this report is to provide an update on the national pay award for local government staff for April 2023, including Teachers and Soulbury staff, associated union ballots for industrial action and ballots in relation to pay and conditions for teachers.
2. To update EHCC on the approach to meeting our statutory obligations to inform and consult trade unions of proposals to make redundancies affecting 20 or more people at a single establishment in accordance with section 188 of the 1992 Trade Union and Labour Relations (Consolidation) Act (TULRCA).
3. To update EHCC on significant legislative changes that may require in the future, actions from Officers.

### Recommendations

4. That EHCC note that the pay award for Local Government employees (those paid on EHCC terms and conditions) has not yet been accepted by recognised trade unions who remain in dispute with national employers.
5. That EHCC note that all teacher unions have confirmed their members have voted to cease strike action in relation to the pay award of 6.5% from 1 September 2023. However, NASUWT remain in dispute on 'excessive workload and long working hours' and are taking industrial action short of strike in Autumn.
6. That EHCC note several new employment-related Acts that are pending commencement regulations.

## **Executive Summary**

7. As reported to EHCC in March and June 2023, the Trade Unions have submitted their pay claim for the April 2023 national pay award and the National Employers made a final offer which was rejected by all three local government unions.
8. UNISON and Unite balloted their members for industrial action on a disaggregated basis. Neither union met the turnout legal threshold to take industrial action in Hampshire. GMB has conducted a disaggregated ballot for its Hampshire County Council members, which closed on 24 October. At the time of writing, the outcome of the ballot was not known.
9. Four teacher unions had balloted for industrial action on pay and working conditions. While all four unions' members have ceased industrial action on the pay award, one union (NASUWT) remains in dispute about 'excessive workload and long working hours' and has been taking continuous action short of strike since 18 September 2023.
10. Any employer that proposes to make 20 or more employees redundant at a single establishment within a period of 90 days, must in accordance with section 188 of the 1992 Trade Union and Labour Relations (Consolidation) Act (TULRCA), consult with and give notice [termed a section 188 letter] to appropriate employee representatives (recognised union or if there is not one, elected representatives). The Council has previously submitted one such section 188 letter to trade union representatives at the start of a new 2-year savings programme. However, moving forward notice will be issued on a quarterly basis as necessary at the point that we have a more detailed and accurate understanding of the workforce impact of each individual change programme.
11. Several employment related Bills have now received Royal Assent and are pending commencement regulations. Details of two new Acts are provided below, however the majority have already been noted in previous EHCC Pay and Legislation papers.

## **Context and Background**

### **NJC National Pay Award 2023**

12. As detailed to EHCC in March and June 2023, the Trade Unions side submitted its pay claim for April 2023. In February 2023, the National Employer Side made a full and final offer of:

- A consolidated increase of £1,925 on salaries up to and including NJC spine point 43 (£49,590). This is pro-rata for part time staff,
  - a 3.88% pay increase on salaries above this.
13. The consolidated increase of £1,925 if agreed, will apply to all staff on grades A-G as required by the EHCC Collective Agreement. The EHCC Committee agreed in March 2023 to apply a pay award of 3.88% to all staff on Grades H and above once the national pay award had been agreed. However, if the national award is higher than 3.88%, a decision will be brought back to EHCC.
  14. The national committees of all three unions, Unite, UNISON and GMB, rejected the final pay offer.
  15. The national Unions balloted their members for industrial action. All unions have balloted on a 'disaggregated basis', which means action could be taken at an individual council level. However, while members in Hampshire that voted supported action, less than 50% of their members turned out to vote and therefore industrial action by Unison and Unite members in Hampshire County Council would be unlawful. GMB's ballot closed on 24 October and at the time of writing, the outcome of this ballot is not known.
  16. Communications to staff have been published that set out that the National Employers and the County Council consider the final offer to be a fair offer and reminding staff that any pay award must be funded from existing budgets. Officers are preparing the necessary advice and guidance and updating relevant procedures to ensure the organisation is prepared in the event that there is a mandate from GMB members for strike action.
  17. Further updates will be provided at the next EHCC Committee.

### **Soulbury National Pay Award and Industrial Action**

18. Approximately 120 employees in the Council are paid on Soulbury Terms and Conditions. This is a nationally negotiated set of terms and conditions that apply to Education Psychologists and Education Inspectors. The terms are negotiated separately from the NJC for Local Government Staff.
19. The pay award for Soulbury staff is applied in September. The pay award for September 2022 has not yet been agreed and negotiations for the pay award for September 2023 have not yet started. The National Employers have reaffirmed their offer and position on pay for 2022 which is a £1925 increase on all Soulbury pay spines and pay points.

20. The Association of Educational Psychologists (AEP) conducted disaggregated ballots, by Local Authority. They balloted members for strike action and action short of strike. The union met the required turnout in Hampshire County Council and the majority of members voted for both strike action and action short of strike. However at the time of writing, dates for strike action are not known, and details of action short of strike are also not known. AEP must provide no less than 14 days' notice of any action. Officers are preparing the necessary advice and guidance and updating relevant procedures to ensure the organisation is prepared when further information is provided by AEP.

### **Industrial Action - Teachers**

21. As reported in June 2023, four teacher unions had a live mandate for industrial action in relation to pay and working conditions.
22. In July, the Schools Teachers Review Body recommended that the pay award for teachers for September 2023 should be 6.5%, which was accepted by the government. Regulations are required to effect this change. These were laid on 13 October 2023, following the parliamentary recess. This has delayed the application of the pay award for teachers, which will be paid in December salary, backdated to 1 September 2023.
23. Following the above announcement, all four unions re-balloted members on whether to continue with industrial action in the Autumn. Members of all four unions agreed that industrial action in relation to the pay award should cease. However, NASUWT has a live mandate for action short of strike, in relation to excessive workload and long working hours.
24. The NASUWT commenced continuous action short of strike on 18 September. The NASUWT has issued instructions to its members in relation to this action, which instruct members to only perform duties in line with their statutory terms and conditions. Guidance has been issued to schools and managers in directorates that employ teachers.

### **Redundancy consultation and notifications where 20 or more employees are proposed to be made redundant**

25. Under the Trade Union and Labour Relations (Consolidation) Act 1992, any employer that proposes to make 20 or more employees redundant at a single establishment within a period of 90 days must, in accordance with section 188 of the 1992 Trade Union and Labour Relations (Consolidation) Act (TULRCA), consult with and give notice [termed a section 188 letter] to

appropriate employee representatives (recognised union or if there is not one, elected representatives).

26. The Council has previously submitted one such section 188 letter to trade union representatives at the start of a new 2-year savings programme. However, moving forward notice will be issued on a quarterly basis as necessary at the point that we have a more detailed and accurate understanding of the workforce impact of each individual change programme.
26. In accordance with section 193 of TULCRA The Council also has a duty to inform the Secretary of State where it proposes to dismiss as redundant 20 or more employees within the same establishment. Such notice must be given at least 30 days before the first of those dismissals takes effect.

### **Updates on government consultations**

27. As previously reported at EHCC in June 2019, the government conducted a consultation that sought views on which data should be reported and by which organisations in relation to the 'ethnicity pay gap'. The government response to that publication was published in July 2023.
28. The outcome was that the government concluded that 'while the ethnicity pay gap reporting can be a valuable tool to assist employers, it may not always be the most appropriate mechanism for every type of employer'.
29. Instead, the government published guidance for employers that wish to voluntarily report. As there is no statutory requirement to report, the Council will not undertake this activity at this time.

### **Proposed Legislation**

30. At EHCC in March and June 2023, EHCC were updated on several Bills that were passing through parliament. The following are now Acts, however they are now pending commencement regulations. There are no specific timescales for implementation other than where indicated. Once regulations are available, officers will take appropriate action to ensure our policies comply with any new requirements.
  - Neonatal care (Leave and Pay) Act 2023 - not expected to commence until 2025
  - Carer's Leave Act 2023
  - Protection from Redundancy (Pregnancy and Family Leave) Act 2023
  - Employment Relations (Flexible Working) Act 2023

- Strikes (Minimum Service Levels) Act 2023

31. In September, two further Bills received Royal Assent and similarly are pending commencement regulations; the Workers (Predictable Terms and Conditions) Act 2023 and the Pensions (Extension of Automatic Enrolment) Act 2023.
32. The purpose of the Workers (Predictable Terms and Conditions) Act 2023, is to give workers and agency workers, the statutory right to request a predictable work pattern. This can relate to hours of work, days of work, or the length of contract/period of engagement. The right will apply to;
  - Workers whose existing working patterns lack certainty
  - Workers on fixed term contracts of 12 months or less (who could request an extension to their contract)
  - Agency workers (who can make their request either to the agency or to the hirer, providing they meet certain criteria)
33. There will be a qualifying period of service, currently anticipated to be 26 weeks, however these do not have to be continuous. The employer must respond to this request in line with the provisions of the Act, but there is no duty to accept the request and the worker can make no more than two requests within a 12-month period. ACAS will producing a Code of Practice for consultation in the Autumn. Commencement is expected in September 2024. Officers will work with Directorates to take any necessary action to meet the requirements of this Act when it commences.
34. The Council must already automatically enrol employees and workers into a pension scheme, providing they meet age and earnings requirements. In reality, the Local Government Pension Scheme (LGPS) and the Teachers Pension Scheme (TPS) provide for enrolment regardless of the minimums prescribed by law. However, there are employees and workers that opt out of the pension schemes, and existing regulations require the Council to 'auto re-enrol' these employees into a scheme every three years, if they meet the statutory minimum age and earnings criteria. The Pensions (Extension of Automatic Enrolment) Act 2023 will mean that a greater number of employees are auto re-enrolled every three years as the minimum age will be reduced from 22 years to 18 years, and the earnings threshold also reduced, which is currently £10,000 per year. The Act is subject to consultation about how and when it will be implemented and therefore is subject to commencement regulations.
35. Officers are closely monitoring two Bills progressing through parliament; the Worker Protection (Amendment of Equality Act) 2010 Bill, and the Paternity (Leave and Pay) Bill. The Worker Protection Bill seeks to introduce an

employer duty to prevent sexual harassment. The Paternity (Leave and Pay) Bill seeks to introduce greater flexibility for fathers-to-be to take their paternity leave in two separate blocks (it must be one block currently), but also to require them to provide 28 days' notice of such leave. Officers will ensure policies are updated if and when these Bills reach Royal Assent and are commenced. There are no known timescales for completion of the parliamentary process, or commencement dates.

36. Officers will continue to monitor other employment-related Bills as they pass through Parliament, bringing updates to EHCC as required.

### **Consultation and Equalities**

37. It is not envisaged that an Equalities Impact Assessment will be required for any of the updates included in this paper.

### **Climate Change Impact Assessment**

38. The Council's carbon mitigation tool and climate change adaption tools are not applicable to changes in these paper as they are administrative in nature. The tools are also not applicable to the other updates in this paper for the same reason.

### **Conclusions**

39. The Council will wait for the outcome of national negotiations before applying any pay award. Any pay award will be backdated to 1 April 2023 once agreed.
40. The Council will wait for the outcome of national negotiations for Soulbury staff before applying any pay award. Any pay award will be backdated to 1 September 2022. Officers will also wait for negotiations to start and conclude on the September 2023 pay award.
41. Officers will ensure the Council is prepared for industrial action once information is received from AEP and in the event that GMB have a mandate from their members for strike action.
42. Implementing a change in process to transition to a quarterly process to notify trade unions will be more timely and accurate.
43. Officers will continue to monitor consultations, draft legislation or new requirements to ensure that adjustments to policies and business processes

are implemented as appropriate and continued compliance with statutory requirements.



**REQUIRED CORPORATE AND LEGAL INFORMATION:**

**Links to the Strategic Plan**

<b>Hampshire maintains strong and sustainable economic growth and prosperity:</b>	no
<b>People in Hampshire live safe, healthy and independent lives:</b>	no
<b>People in Hampshire enjoy a rich and diverse environment:</b>	no
<b>People in Hampshire enjoy being part of strong, inclusive communities:</b>	no

**Other Significant Links**

<b>Direct links to specific legislation or Government Directives</b>	
<u>Title</u>	<u>Date</u>

<b>Section 100 D - Local Government Act 1972 - background documents</b>	
<p>The following documents discuss facts or matters on which this report, or an important part of it, is based and have been relied upon to a material extent in the preparation of this report. (NB: the list excludes published works and any documents which disclose exempt or confidential information as defined in the Act.)</p>	
<u>Document</u>	<u>Location</u>
None	

## **EQUALITIES IMPACT ASSESSMENT:**

### **44. Equality Duty**

The County Council has a duty under Section 149 of the Equality Act 2010 ('the Act') to have due regard in the exercise of its functions to the need to:

- Eliminate discrimination, harassment and victimisation and any other conduct prohibited by or under the Act with regard to the protected characteristics as set out in section 4 of the Act (age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation);
- Advance equality of opportunity between persons who share a relevant protected characteristic within section 149(7) of the Act (age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation) and those who do not share it;
- Foster good relations between persons who share a relevant protected characteristic within section 149(7) of the Act (see above) and persons who do not share it.

Due regard in this context involves having due regard in particular to:

- The need to remove or minimise disadvantages suffered by persons sharing a relevant protected characteristic that are connected to that characteristic;
- Take steps to meet the needs of persons sharing a relevant protected characteristic that are different from the needs of persons who do not share it;
- Encourage persons sharing a relevant protected characteristic to participate in public life or in any other activity in which participation by such persons is disproportionately low.

### **45. Equalities Impact Assessment:**

It is not envisaged that an Equalities Impact Assessment will be required for any of the updates included in this paper.

## HAMPSHIRE COUNTY COUNCIL

### Decision Report

<b>Decision Maker:</b>	Employment in Hampshire County Council Committee
<b>Date:</b>	2 November 2023
<b>Title:</b>	Hampshire County Council Pay Statement – Financial Year 2024/25
<b>Report From:</b>	Chief Executive

**Contact name:** Paul Hodgson, Head of Legal Services

**Tel:** 03707 793213

**Email:** [Paul.hodgson@hants.gov.uk](mailto:Paul.hodgson@hants.gov.uk)

### Purposes of this Report

1. The purpose of this report is to set out the proposed Pay Statement for 2024/25, and to seek the recommendation of the EHCC Committee of the proposed Pay Statement to the County Council.

### Recommendations

2. That the EHCC Committee recommends to the County Council approval of the Pay Statement as detailed in this report and at Appendix A, setting out the County Council's policies in respect of pay accountability for the financial year 2024/25 in accordance with the requirements of the Localism Act,
3. That the EHCC Committee delegates authority to the Chief Executive, in consultation with the Chairman of the EHCC Committee, to make any changes to the draft Pay Statement consequential upon any changes to legislative requirements or other statutory guidance or changes to remuneration of staff, the creation of new roles, and changes to existing roles or responsibilities determined prior to consideration of the Pay Statement by full Council.

### Executive Summary

4. This report outlines the requirements on the County Council in respect of pay accountability placed on the County Council in consequence of the Localism Act ("the Localism Act"), Chapter 8, Sections 38 to 43.
5. By virtue of Section 38 of the Localism Act, the County Council is required to prepare a Pay Statement ("Pay Statement") for each financial year. This Pay Statement needs to set out the County Council's policies in respect of

the remuneration of its Chief Officers, the remuneration of its lowest paid employees, and the relationship between the remuneration of its Chief Officers and the remuneration of employees who are not Chief Officers.

6. Section 39 of the Localism Act requires that a Pay Statement required under the Localism Act is prepared and approved by full Council prior to 31 March immediately preceding the year to which it relates. The County Council must comply with the provisions of the approved Pay Statement when making any determinations in respect of the remuneration of Chief Officers in the financial year to which such Pay Statement relates. A copy of the proposed Pay Statement for 2024/25 is attached at Appendix A to this report.

### **Contextual information**

7. Chief Officer” is defined as Section 43 (2) of the Localism Act, and means each of the following:
  - The Head of Paid Service
  - The Monitoring Officer
  - A Statutory Chief Officer
  - A Non-Statutory Chief Officer
  - A Deputy Chief Officer
8. Together with the Head of Paid Service, the terms “Statutory Chief Officer” and “Non-Statutory Chief Officer” include the County Council’s current Corporate Management Team (CMT), and the Director of Public Health.
9. The Statutory definition of “Deputy Chief Officer” is however much wider and goes beyond the County Council’s local definition of how a Chief Officer post might be described, and includes not only Deputy Directors, but also Assistant Directors and Heads of Service, if reporting directly or are directly accountable to a member of CMT in respect of all or most of their duties.
10. Section 38 (3) of the Localism Act also requires that the County Council includes within its Pay Statement a definition of its “lowest paid” employees, and the County Council’s reasons for adopting the definition. “Lowest paid” employees are defined at paragraph 5 of the Pay Statement to mean those members of staff employed at Grade A on the County Council’s main pay framework.
11. Section 38 (4) of the Localism Act sets out a number of mandatory matters which must be included within a Pay Statement. These are:
  - The level and elements of remuneration of each Chief Officer

- Remuneration of Chief Officers on appointment
  - Increases and additions to remuneration for each Chief Officer
  - The use of performance-related pay for Chief Officers
  - The use of bonuses for Chief Officers
  - The approach to the payment of Chief Officers on their ceasing to hold office under or to be employed by the County Council
  - The publication of an access to information relating to the remuneration of Chief Officers.
12. There is discretion within the Localism Act for the County Council to also include within its Pay Statement, policies in respect of the remainder of its workforce. In the interests of openness and transparency, the County Council's Pay Policy in respect of employees who are not Chief Officers for the purposes of the Localism Act is set out at Section 1 of the Pay Statement.

### **Statutory Guidance**

13. Section 40 of the Localism Act requires that in performing its functions under the Localism Act and in preparation and approval of a Pay Statement the County Council must have regard to any guidance issued by the Secretary of State. Guidance ('the Guidance') has been issued by the Department of Communities and Local Government 'Openness and Accountability in local pay' dated February 2012 in this regard. Further guidance ('the Supplementary Guidance') has been issued dated February 2013 supplementing the Guidance.
14. Under the provisions of the Guidance and the Supplementary Guidance the County Council is required to explain in its Pay Statement, its policies in respect of the employment of ex-Chief Officers in receipt of a redundancy payment, including its policy towards the re-engagement of Chief Officers previously employed by the County Council, under a Contract for Services.
15. Last year, Government issued statutory guidance in respect of "Special Severance Payments". Special Severance Payments are largely defined as payments made to a departing employee which are not statutory or contractual entitlements. EHCC considered the guidance at its meeting on 7 July 2022 and resolved to recommend to the County Council that it (EHCC), remains the appropriate Committee to agree Chief Officer remuneration, for Chief Officers above Grade K, including individual salary offers in respect of any new Chief Officer appointments or severance packages for Chief Officers leaving the County Council including any Special Severance Payments to any Officer of £100,000 or more, in accordance with the Pay Statement.

## Commentary

16. The draft Pay Statement attached at Appendix A is divided into three parts. These are an opening generic introduction covering the requirements of the Localism Act and specifically the definition of 'Chief Officers', followed by two policy sections. Section 1 describes the position in respect of employees who are not Chief Officers within the meaning of the Localism Act, and whose remuneration is covered by the County Council's main pay framework. Section 2 describes the position in respect of Chief Officers as defined by the Localism Act.
17. As indicated at paragraph 9 of this report, the Localism Act contains a wider definition than the traditional definition of 'Chief Officer' and includes not only Deputy Directors, but also Assistant Directors and Heads of Service, if reporting directly to or accountable to a member of CMT in respect of all or most of their duties.' Given the differing scale, size and responsibilities of the respective Chief Officer posts, it is sensible from an organisational perspective to group Chief Officers into three categories as set out below, and referred to at paragraphs 23–25 of the Pay Statement. In doing so the Pay Statement makes better sense of those existing post holders paid at or beyond grade K on the main pay framework. These three categories are:
  - a) the Head of Paid Service
  - b) Statutory Chief Officers, Non-Statutory Chief Officers and the Monitoring Officer.
  - c) other Senior Officers falling within the statutory definition of Deputy Chief Officer.
18. The County Council's Constitution requires that the remuneration of Chief Officers on appointment outside the main pay framework require Chief Executive and EHCC Committee approval. In accordance with the Statutory Guidance, the County Council has agreed that the EHCC Committee will exercise this responsibility with regard to all Chief Officer and Deputy Chief Officer remuneration outside the main pay framework, whether on appointment or otherwise. This point is covered at paragraph 22 of the Pay Statement.
19. In exercising these responsibilities, it is recognised that the EHCC Committee is the responsible Committee for remuneration of all Chief Officer appointments arising from the implementation of any future structural management arrangements and/or any appointments (joint or otherwise) arising from the formalisation of any new shared services arrangements or legislative changes. The EHCC Committee will determine remuneration in respect of all future Chief Officer appointments or changes to Chief Officer remuneration after appointment in accordance with the policies set out in the Pay Statement. The County Council has also agreed that the EHCC Committee is responsible for approval of any severance packages in respect of Chief Officers leaving the County Council.

20. Salary ranges of staff on Grades A-K referred to at paragraphs 9 and 12 and detailed at Annex 1 of the Pay Statement are as currently per 1 April 2023, and cover the period to 31 March 2024. Pay categories for Chief Officers and Deputy Chief Officers referred to at paragraphs 23 to 25 of the Pay Statement are also as currently per 1 April 2023 and cover the period to 31 March 2024. Once details of the Pay Settlement for 2023/24 are known, the table at Annex 1 and paragraphs 23-25 of the Pay Statement will be updated accordingly. Similarly, should there be a pay award for staff for 2024/25, the table at Annex 1 and Paragraphs 23-25 of the Pay Statement will be updated accordingly.

**CORPORATE OR LEGAL INFORMATION:**

**Links to the Strategic Plan**

**This proposal does not link to the Strategic Plan but, nevertheless, requires a decision because of the statutory requirements of the Localism Act 2011.**

**Other Significant Links**

**Links to previous Member decisions:**

<u>Title</u>	<u>Date</u>
Hampshire County Council Pay Statement Financial Year 2023/24	17 February 2023

**Direct links to specific legislation or Government Directives**

<u>Title</u>	<u>Date</u>
Localism Act	2011
DCLG Guidance 'Openness and Accountability in Local Pay'	February 2012
DCLG Supplementary Guidance 'Openness and Accountability in Local Pay'	February 2013

**Section 100 D - Local Government Act 1972 - background documents**

**The following documents discuss facts or matters on which this report, or an important part of it, is based and have been relied upon to a material extent in the preparation of this report. (NB: the list excludes published works and any documents which disclose exempt or confidential information as defined in the Act.)**

<u>Document</u>	<u>Location</u>
None	



## **EQUALITIES IMPACT ASSESSMENTS:**

### **1. Consultation and Equalities**

1.1 The County Council has a duty under Section 149 of the Equality Act 2010 ('the Act') to have due regard in the exercise of its functions to the need to:

- Eliminate discrimination, harassment and victimisation and any other conduct prohibited under the Act;
- Advance equality of opportunity between persons who share a relevant protected characteristic (age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, gender and sexual orientation) and those who do not share it;
- Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

**Due regard in this context involves having due regard in particular to:**

- a) The need to remove or minimise disadvantages suffered by persons sharing a relevant characteristic connected to that characteristic;
- b) Take steps to meet the needs of persons sharing a relevant protected characteristic different from the needs of persons who do not share it;
- c) Encourage persons sharing a relevant protected characteristic to participate in public life or in any other activity which participation by such persons is disproportionately low.

Equalities have been considered and no adverse impact identified.

### **21. Climate Change Impact Assessment:**

- i. How does what is being proposed impact on our carbon footprint / energy consumption?  
No impact has been identified.
- ii. How does what is being proposed consider the need to adapt to climate change, and be resilient to its longer term impacts?

No specific measures have been identified.

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# Hampshire County Council Pay Statement

## Financial Year 2024/25

1. The purpose of this Pay Statement (“Pay Statement”) is to set out Hampshire County Council’s pay policies relating to its workforce for the financial year 2024/25, including the remuneration of its Chief Officers and that of its lowest paid employees.
2. The responsibility for functions and delegated authority in respect of the determination of the terms and conditions of staff employed by the County Council is detailed in the County Council’s Constitution; in particular, Part 2: Chapter 2.1 and Part 2: Chapter 4, and this Pay Statement is subject to those provisions.
3. With the exception of teaching staff and associated school advisory roles where pay is governed by National consultation groups and apprentices on the National Minimum Wage, pay for all staff, including Chief Officers, is set by the Employment in Hampshire County Council (“EHCC”) Committee with annual pay awards below senior management level being determined by the outcome of the national local government award and customarily applied to senior managers. The EHCC Committee is proportionally constituted and comprises elected County Councillors from the main political parties, and has responsibility for locally determined terms and conditions of employment for staff.
4. For the purposes of this Pay Statement and in accordance with the Localism Act 2011 (“Localism Act”), staff employed by the County Council have been separated into two groups:
  - (a) Employees who are not Chief Officers as defined by the Localism Act
  - (b) Chief Officers as defined by the Localism Act
5. An “employee who is not a Chief Officer” refers to all staff, who are not covered within the “Chief Officer” group as outlined below. This includes the “lowest paid employees”. In the context of the County Council other than apprentices the “lowest paid employees” are those employed at grade A on the County Council’s pay framework. This is because grade A is the lowest grade on the County Council’s pay framework. (Teaching staff and associated school advisory roles, whose pay is governed by other National arrangements and apprentices who receive the National Minimum Wage are not included in the group of “employees who are not Chief Officers” for the purposes of this Pay Statement).

6. Section 43(2) of the Localism Act defines Chief Officers for the purposes of the Localism Act. Currently, the following roles within the County Council fall within the definition of "Chief Officers":
  - (a) Head of Paid Service (Chief Executive)
  - (b) Monitoring Officer
  - (c) Statutory Chief Officers (Director of Corporate Operations as Section 151 Officer, Director of Children's Services, Director of Adults' Health and Care, and Director of Public Health)
  - (d) Non-Statutory Chief Officers (Director of Culture, Communities and Business Services, Director of Economy, Transport and Environment, and Director of Human Resources, Organisational Development, Communications and Engagement, Assistant Chief Executive)
  - (e) Deputy Chief Officers (Deputy Directors, Assistant Directors and Heads of Service if reporting directly or are directly accountable to a Statutory or Non-Statutory Chief Officer in respect of all or most of their duties).

## **Section 1 - Employees who are not Chief Officers as defined by the Localism Act**

7. These staff are subject to the County Council's main pay framework. This was implemented in April 2007 in line with National guidance, with the grade for each role being determined by a consistent job evaluation process. This followed a national requirement for all Local Authorities, and a number of 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. As part of this, the County Council determined a local pay framework.
8. There are 11 grades (A-K) in the pay framework, grade A being the lowest and grade K the highest. Each employee will be on one of the 11 grades based on the job evaluation of their role. Each grade consists of 5 steps, with the exception of grades A and B which consist of fewer steps. Employees can progress within the salary range of their grade, having regard to the County Council's performance management arrangements.
9. All employees are paid within the salary range for their grade. Each "lowest paid employee" is paid within the salary range for grade A. All other employees are paid within the salary range for the grade of their role i.e. B-K. Details of the Council's salary ranges are published on the County Council's website, and a copy of those salary ranges currently as at 1 April 2023 is attached at **Annex 1** to this Pay Statement.
10. Employees new to the County Council will normally be appointed to the first step of the salary range for their grade. Where the candidate's current employment package would make the first step of the salary range

unattractive or where the employee already operates at a level commensurate with a higher salary, a different starting salary may be considered by the recruiting manager. This will be within the salary range for the grade. The candidate's level of skill and experience should be consistent with that of other employees in a similar position on the salary range.

11. Employees' performance during the course of the year is reviewed within the County Council's performance management arrangements, and pay progression within the grade is subject to satisfactory performance.
12. Pay awards are considered annually for staff. For those staff up to and including grade G the outcome of the national consultations by the Local Government Employers in negotiation with the Trades Unions is applied. For staff at grade H and above the value of any pay award is determined by the EHCC Committee. Since the implementation of the County Council's pay framework, the EHCC Committee has applied the same percentage award determined nationally. The question of a pay award for staff for 2023/24 has not yet been determined. Should there be a pay award for staff for the year 2023/24, then the table at Annex 1 will be updated accordingly. Similarly, should there be a pay award for staff for the year 2024/25, then the table at Annex 1 will be updated accordingly.
13. There is a Special Recognition Scheme, under which a one-off payment may be awarded to a member of staff as a recognition for a particular piece of work or a substantial achievement above what is expected as part of their ordinary day-to-day work. All Special Recognition Scheme payments are subject to departmental governance arrangements, and where required Chief Officer approval, are not consolidated into base salary and are funded from within existing budgets.
14. Allowances such as relocation assistance or other payments, for example shift working, may be made to staff in connection with their role or the patterns of hours they work in accordance with the County Council's collective agreement ('EHCC 2007') and subsequent amendments thereto, and other governance arrangements.
15. The County Council recognises that employees sometimes incur necessary expenditure in carrying out their responsibilities, for example travel costs. Employees will be reimbursed for reasonable expenses incurred on County Council business in accordance with the County Council's collective agreement ('EHCC 2007') and subsequent amendments.
16. Other than where required in order to carry out specific requirements of a role, for example the provision of accommodation for care workers required to live on site, there will be no benefits in kind payable to employees of the County Council

17. All employees who are not Chief Officers are, as a result of their employment, eligible to join the Local Government Pension Scheme. The County Council will not consider the purchase of additional pension for employees under the provisions of the Local Government Pension Scheme Regulations 2014. However, it will consider enabling employees to use part of any redundancy payment to buy additional pension, where they leave on the grounds of efficiency.
18. Redundancy payment arrangements will be based on the County Council's standard redundancy scheme. In support of efficient organisational change and transformation linked to the need for efficiencies and expenditure reduction, the County Council also operates a voluntary redundancy scheme approved by EHCC Committee. The County Council remains committed to enabling workforce reductions through voluntary measures wherever possible and any future voluntary redundancy or other termination measures will be in accordance with approved County Council policies. Details of the standard and voluntary redundancy schemes are attached at Annex 2 to this Pay Statement.
19. Except in exceptional business circumstances, no employee who has left the County Council under the terms of the standard redundancy scheme or any voluntary redundancy scheme or severance arrangement, will be re-employed by the County Council in any capacity for a minimum period of 12 months from the dismissal date. If re-employment is sought within 12 months of the termination date, approval is required from the relevant Chief Officer, Director of Corporate Operations as Section 151 Officer and the Director of Human Resources, Organisational Development, Communications and Engagement. In addition, if the ex-employee was previously employed at grade H and above and/or is seeking re-employment at grade H and above, Chief Executive approval is also required.
20. Except in exceptional business circumstances, no employee who has left the County Council under the terms of the standard redundancy scheme, any voluntary redundancy scheme or severance arrangements, will be re-engaged by the County Council under a contract for services within a minimum period of 12 months of the dismissal date. In this case the authorisation requirements set out at Paragraph 19 of this Pay Statement in respect of re-engagement of ex-employees will apply.

## **Section 2 - Chief Officers as defined by the Localism Act 2011**

21. Chief Officers are paid either within the County Council's main pay framework, or on "spot" remuneration. The remuneration of Chief Officers on appointment has regard to the relative size, breadth and challenge of the role compared to other Chief Officer roles within the County Council, performance and taking appropriate advice from Korn Ferry (formerly known as HAY) and follows the same principles operated within the main pay

framework. Account is also taken of other relevant available information, including the remuneration of Chief Officers in other similar sized organisations.

22. The Constitution requires that remuneration of Chief Officers on appointment outside the main pay framework requires Chief Executive and EHCC Committee approval. The EHCC Committee will continue to exercise responsibility for all Chief Officer remuneration outside the main pay framework, whether on appointment or otherwise. Chief Officer remuneration payable from 1 April 2023 falls within three categories as outlined below.
23. The Head of Paid Service is paid remuneration of £236,938.
24. Statutory Chief Officers, Non-Statutory Chief Officers including the Monitoring Officer are paid remuneration within the range of £126,900 - £180,000.
25. Deputy Chief Officers are paid remuneration within the range £102,900 - £145,000.
26. The annual pay review for Chief Officers paid outside the main pay framework is considered by the EHCC Committee each year, alongside recommendations for staff paid between grades H and K in accordance with Paragraph 12 of this Pay Statement. Likewise, to support the annual review of remuneration of these Chief Officers, information may be provided on inflation, earnings growth, and any significant considerations from elsewhere in the public sector.
27. Typically, Chief Officers have received the same percentage pay award as other managers and staff groups within the County Council. In each year since implementation of the new pay framework, EHCC Committee has applied the same percentage award determined nationally for other grades of employees within the County Council. Chief Officers are subject to the same performance management arrangements as detailed for employees who are not Chief Officers. Chief Officers paid outside the main pay framework do not receive incremental pay progression. In years where a pay award is available, performance will be taken into account when determining whether any award will be made. Once details of the Pay Settlement for Chief Officers for the year 2023/24 are known, then Paragraphs 23-25 will be updated accordingly. Similarly, should there be a Pay Award for Chief Officers for the year 2024/25 then paragraphs 23-25 will be updated accordingly.
28. Within the above Chief Officer categories any increase to the remuneration of Chief Officers outside the annual review process, for example as a consequence of increased responsibilities arising from the formalisation or implementation of new shared services arrangements, requires Chief Executive and EHCC Committee approval.

29. The Special Recognition Scheme referred to at Paragraph 13 of this Pay Statement is however also applicable to Chief Officers. Any proposed Special Recognition Payment in respect of CMT is subject to ratification by EHCC.
30. No other charges, fees or allowances or remuneration are payable to Chief Officers in connection with their responsibilities. No fees for election duties are included in Chief Officer remuneration, nor are any additional fees payable for such responsibilities.
31. Chief Officers may where applicable receive allowances, such as relocation assistance in accordance with the County Councils collective agreement (EHCC 2007), and subsequent amendments thereto, and other governance arrangements.
32. The County Council recognises that Chief Officers sometimes incur necessary expenditure in carrying out their responsibilities e.g. travel costs. Chief Officers will be reimbursed for reasonable expenses incurred on County Council business in accordance with the County Council's collective agreement (EHCC 2007) and subsequent amendments.
33. There are no benefits in kind, such as private health insurance, payable to Chief Officers.
34. Chief Officers as a result of their employment are eligible to join the Local Government Pension Scheme in the same way as other employees. The County Council will not consider the purchase of additional pension for employees under the provisions of the Local Government Pension Scheme Regulations 2014. However, it will consider enabling employees to use part of any redundancy payment to buy additional pension, where they leave on the grounds of efficiency.
35. Chief Officers are subject to the same redundancy payment and severance arrangements as other staff as outlined in Paragraph 18 of this Pay Statement.
36. Chief Officers, who have left the County Council under the terms of the standard redundancy scheme, any voluntary redundancy scheme or severance arrangements are subject to the same policy on re-engagement by the County Council outlined at Paragraph 19 of this Pay Statement as other employees.
37. Except in exceptional business circumstances, no Chief Officer who has left the County Council under the terms of the standard redundancy scheme, any voluntary redundancy scheme or severance arrangement, will be re-engaged by the County Council under a contract for services within a minimum period of 12 months of the termination date. In this case the authorisation requirements set out at Paragraph 20 of this Pay Statement in



respect of re-engagement of ex-employees will apply. No Chief Officer, as defined at Paragraphs 23-25 of this Payment Statement, will be employed by the County Council on terms and conditions which allow such an officer to be an employee of the County Council whilst operating in practice as a limited company for taxation reasons.

38. Details of Chief Officer remuneration have been published annually since 2010 as an extract from the County Council's Statement of Accounts and according to accountancy standards, as soon after the end of the relevant financial year as is reasonably practical. At that time the County Council will also update the publication of its pay multiple, that is the ratio between the highest paid employee and the median average earnings across the organisation, based on base pay. Gender Pay Gap reporting information will also be published as part of the County Council's Open Data in accordance with statutory requirements.

**Pay Statement Annex 1**

**Hampshire County Council's Pay Framework**

**Salary Ranges – from April 2023**

	Step	Grades	
		A	B
Salary Range	3	20,442	21,133
	2	20,322	20,812
	1	20,258	20,812

	Step	Grades								
		C	D	E	F	G	H	I	J	K
Salary Range	5	22,215	26,401	32,026	40,464	49,520	57,405	67,253	84,097	97,053
	4	21,969	25,692	31,152	39,346	48,136	55,792	65,347	81,702	94,282
	3	21,577	25,095	30,301	38,255	46,789	54,222	63,500	79,379	91,592
	2	21,389	24,314	29,703	37,195	45,480	52,699	61,706	77,120	88,978
	1	21,190	23,703	28,934	36,167	44,215	51,220	59,966	74,931	86,443

## Pay Statement Annex 2

### Hampshire County Council

#### Standard and Voluntary Redundancy Schemes

Payments Based on Actual Weekly Pay

<b>Current Age Groupings</b>	<b>Standard Redundancy Scheme (Weeks per year of service)</b>	<b>Years of Service</b>	<b>Voluntary Redundancy Scheme (Single Payment)</b>
Service accrued up to and inc. 21	0.5	Service accrued – less than 2	0
Service accrued between 22-40	1.0	Service accrued – 2+	20
Service accrued age 41 and above	1.5		
Max Number of Weeks	30		

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## HAMPSHIRE COUNTY COUNCIL

### Decision Report

<b>Decision Maker:</b>	Employment in Hampshire County Council Committee
<b>Date:</b>	2 November 2023
<b>Title:</b>	Review of the Members' Allowances Scheme
<b>Report From:</b>	Chief Executive

**Contact name:** Paul Hodgson – Head of Legal Services

**Tel:** 03707 793213

**Email:** [paul.hodgson@hants.gov.uk](mailto:paul.hodgson@hants.gov.uk)

#### **Purpose of this Report**

1. The purpose of this report is for the EHCC Committee to consider the recommendations of the Independent Remuneration Panel (IRP) in respect of its review of:

- a) the Special Responsibility Allowance (SRA) for the role of Deputy Leader of Hampshire County Council
- b) the SRA for Opposition Group Leaders
- c) the SRA for Opposition Spokesperson

together with the submission from the Labour Group for a new SRA for members of the Hampshire Pension Fund Panel and Board, and make recommendations to the County Council about the Members' Allowance Scheme.

#### **Recommendations**

That the EHCC Committee:

- 3. Thank the IRP for their work in considering this matter and their recommendations.
- 4. Notes the recommendations of the IRP.

5. Recommends to the County Council that approval be given to continued payment of the SRAs for the role of Deputy Leader of the Council, Opposition Group Leaders and Opposition Group Spokespersons without further changes, and that no other amendments are made to the Members' Allowance Scheme, if appropriate, taking into account the recommendations of the IRP and the views of the EHCC Committee.

### **Contextual Information**

6. The legislative framework governing the payment of Members' Allowances is set out in the Local Authorities (Members' Allowances) (England) Regulations (the Members' Allowances Regulations) 2003 ("the Regulations").
7. Under the provisions of the Regulations, the County Council is required to make a Members' Allowances Scheme for the payment each year of Members' Allowances. Provision in respect of the current Members' Allowances Scheme for 2023/24 were determined by the County Council at its meeting on 17 February 2022. Once a Members' Allowances Scheme is made for any year it may be amended during the year in question in accordance with the Regulations. It is also possible under the Members' Allowances Regulations for any amendment to the Members' Allowances Scheme to be backdated to the beginning of the financial year in which any such amendment is made.
8. New Special Responsibility Allowances (SRAs) for the roles set out in paragraph 1 a), b) and c) were originally considered by the IRP on 6 October 2022 and approved by the County Council on 24 November 2022 on the basis that the allowances would be reviewed in 12 months' time.
9. In accordance with the County Council's decision the IRP reviewed the relevant SRAs, in the context of changes to the County Council's departmental structures and changes to Executive Portfolios and scrutiny committees. The IRP met on 7 September 2023 to consider these matters and give its recommendations. The report and supplementary information considered by the IRP is set out at Appendix A.
10. At its meeting on 7 September 2023, the IRP also considered a request for an additional allowance to be paid to the members of the Pension Fund Panel and Board.
11. The IRP's recommendations were that the relevant SRAs for the roles set out in paragraph 1 a), b) and c) should continue to be paid as agreed

by the County Council on 17 February 2022, and that no new allowance should be paid to members of the Pension Fund Panel and Board. The minutes of the IRP meeting on 7 September 2023 are at Appendix B.

## **Conclusions**

12. The EHCC Committee is asked to note the recommendations of the IRP and make its recommendations to the County Council in respect of the Members' Allowance Scheme for consideration at the County Council meeting on 9 November 2023.

## **EQUALITIES IMPACT ASSESSMENT:**

### **1. Equality Duty**

The County Council has a duty under Section 149 of the Equality Act 2010 ('the Act') to have due regard in the exercise of its functions to the need to:

- Eliminate discrimination, harassment and victimisation and any other conduct prohibited by or under the Act with regard to the protected characteristics as set out in section 4 of the Act (age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation);
- Advance equality of opportunity between persons who share a relevant protected characteristic within section 149(7) of the Act (age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation) and those who do not share it;
- Foster good relations between persons who share a relevant protected characteristic within section 149(7) of the Act (see above) and persons who do not share it.

Due regard in this context involves having due regard in particular to:

- The need to remove or minimise disadvantages suffered by persons sharing a relevant protected characteristic that are connected to that characteristic;
- Take steps to meet the needs of persons sharing a relevant protected characteristic that are different from the needs of persons who do not share it;
- Encourage persons sharing a relevant protected characteristic to participate in public life or in any other activity in which participation by such persons is disproportionately low.

### **2. Equalities Impact Assessment:**

(a) No equality impacts have been identified arising from this Report



**CORPORATE OR LEGAL INFORMATION:**

**Links to the Strategic Plan**

**This proposal does not link to the Strategic Plan but, nevertheless, requires a decision because of the requirements of the Members' Allowances Regulations.**

**Other Significant Links**

**Links to previous Member decisions:**

<u>Title</u>	<u>Date</u>
Amendment to the Members' Allowances Scheme 2021/22, and Members' Allowances Scheme for 2022/23, 2023/24, 2024/25 And 2025/26	17 February 2022
Amendment to the Members' Allowances Scheme 2022/23 <a href="https://www.hants.gov.uk/members-allowances-scheme-2022-23">Members Allowances Scheme 2022-23 (hants.gov.uk)</a>	24 November 2022

**Direct links to specific legislation or Government Directives**

<u>Title</u>	<u>Date</u>
Local Government and Housing Act	1989
The Local Authorities (Members' Allowances) (England) Regulations	2003

**Section 100 D - Local Government Act 1972 - background documents**

**The following documents discuss facts or matters on which this report, or an important part of it, is based and have been relied upon to a material extent in the preparation of this report. (NB: the list excludes published works and any documents which disclose exempt or confidential information as defined in the Act.)**

<u>Document</u>	<u>Location</u>
None	

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## HAMPSHIRE COUNTY COUNCIL

### Report

<b>Committee:</b>	Independent Remuneration Panel
<b>Date:</b>	7 September 2023
<b>Title:</b>	Members' Allowances Scheme 2023/24: Review of Special Responsibility Allowances
<b>Report From:</b>	Director of People and Organisation

**Contact name:** Paul Hodgson, Head of Legal Services

**Tel:** 0370 779 3213

**Email:** [paul.hodgson@hants.gov.uk](mailto:paul.hodgson@hants.gov.uk)

#### Purpose of this Report

1. The purpose of this report is to provide information to the County Council's Independent Remuneration Panel (IRP) to enable the IRP to review the following allowances:
  - a) Special Responsibility Allowance (SRA) for the role of Deputy Leader of Hampshire County Council
  - b) Review of the SRA for Opposition Group Leaders
  - c) Review of the SRA for Opposition Spokespersons
2. The IRP is also asked to consider a new submission from the Labour Group for an SRA for members of the Hampshire Pension Fund Panel and Board.

#### Recommendations

3. That the IRP consider whether any adjustment be made to the current level of SRAs as detailed in 1 a), b) and c) above after 12 months of operation and make recommendations to the Council.
4. That the IRP consider the submission at Appendix 2a from the Labour Group for an SRA for members of the Hampshire Pension Fund Panel and Board and make recommendations to the Council.

## Contextual information

5. The legislative framework governing the payment of Members' Allowances is set out in the Local Authorities (Members' Allowances) (England) Regulations (the Members' Allowances Regulations) 2003 ("the Regulations").
6. Under the provisions of the Regulations, the County Council is required to make a Members' Allowances Scheme for the payment each year of Members' Allowances. Provision in respect of the current Members' Allowances Scheme for 2023/24 were determined by the County Council at its meeting on 17 February 2022. Once a Members' Allowances Scheme is made for any year it may be amended during the year in question in accordance with the Regulations. It is also possible under the Members' Allowances Regulations for any amendment to the Members' Allowances Scheme to be backdated to the beginning of the financial year in which any such amendment is made.
7. Some changes to the structure of the organisation and consequentially a change to the Cabinet portfolios came into effect on 1 January 2023. A briefing note setting out these changes is attached at Appendix 1 to this report. Following a period of time for these changes to embed, a review of the County Council's scrutiny function resulted in a move from five to four Select (Overview and Scrutiny) Committees and the disbanding of the Buildings, Land and Procurement Panel as approved by the full Council on 18 May 2023 [County Council AGM - 18 May 2023](#)
8. The SRAs for the roles set out in paragraph 1 a), b) and c) were considered by the IRP on 6 October 2022 and approved by the County Council on 24 November [Members Allowances Scheme 2022-23 \(hants.gov.uk\)](#) on the basis that the allowances would be reviewed in 12 months' time.
9. Information about the role and responsibilities of Deputy Leader of Hampshire County Council and the work carried out in the last 12 months' is provided at Appendix 2 to this report.
10. Statements about the roles of Opposition Group Leader and Opposition Group Spokespersons in relation to the current level of SRAs have been submitted by the Leaders of the Independent Group, and the Labour Group to inform the IRP's review. These can be found at Appendices 3a and 3b to this report.
11. The submission by the Labour Group at Appendix 2a also contains a submission for an SRA for members of the Pension Fund Panel and Board. Further information about the Pension Fund Panel and Board and the role of its members can be found at Appendix 4.

## **Conclusions**

11. The IRP is asked to consider the matters detailed above together with the supporting documents and make recommendations to the Council as appropriate.
  
12. The recommendations of the IRP will be considered by the County Council's Employment in Hampshire County Council Committee (EHCC) prior to consideration by the County Council.

**REQUIRED CORPORATE AND LEGAL INFORMATION:**

**Links to the Strategic Plan**

This proposal does not link to the Strategic Plan but, nevertheless, requires a recommendation in consequence of the requirements of the Members' Allowances Regulations.

**Other Significant Links**

<b>Links to previous Member decisions:</b>	
<u>Title</u>	<u>Date</u>
<a href="#">Independent Remuneration Panel Meeting</a>	6 October 2022
<a href="#">Employment in Hampshire County Council Committee (Minute 44)</a>	8 November 2022
<a href="#">County Council Meeting (Minute 121)</a>	24 November 2022
<b>Direct links to specific legislation or Government Directives</b>	
<u>Title</u>	<u>Date</u>
Local Authorities (Members' Allowances) (England) Regulations	2003

**Section 100 D - Local Government Act 1972 - background documents**

The following documents discuss facts or matters on which this report, or an important part of it, is based and have been relied upon to a material extent in the preparation of this report. (NB: the list excludes published works and any documents which disclose exempt or confidential information as defined in the Act.)

<u>Document</u>	<u>Location</u>
None	

## **EQUALITIES IMPACT ASSESSMENT:**

### **1. Equality Duty**

The County Council has a duty under Section 149 of the Equality Act 2010 ('the Act') to have due regard in the exercise of its functions to the need to:

- Eliminate discrimination, harassment and victimisation and any other conduct prohibited by or under the Act with regard to the protected characteristics as set out in section 4 of the Act (age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation);
- Advance equality of opportunity between persons who share a relevant protected characteristic within section 149(7) of the Act (age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation) and those who do not share it;
- Foster good relations between persons who share a relevant protected characteristic within section 149(7) of the Act (see above) and persons who do not share it.

Due regard in this context involves having due regard in particular to:

- The need to remove or minimise disadvantages suffered by persons sharing a relevant protected characteristic that are connected to that characteristic;
- Take steps to meet the needs of persons sharing a relevant protected characteristic that are different from the needs of persons who do not share it;
- Encourage persons sharing a relevant protected characteristic to participate in public life or in any other activity in which participation by such persons is disproportionately low.

### **2. Equalities Impact Assessment:**

The recommendations in this report relate to the allowances paid for specific roles of individual elected Members and as such there is no impact on groups with protected characteristics.

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## Briefing Note for Hampshire County Council’s Independent Remuneration Panel

### Change to Organisational Structure

1. In late 2022, Hampshire County Council undertook a review of its organisational structure.
2. To support this review, the corporate management team documented the ‘as is’ organisational model for the County Council – i.e., how the work of the County Council was organised into departments and services prior to the review. The high-level organisational model (as it was in November 2022) is shown below in figure 1. (NB “AH&C” was the Adult’s Health and Care Department; “CCBS” was the Culture, Communities and Business Services Department; “CSD” was the Children’s Services Department; and “ETE” was the Economy, Transport and Environment Department).

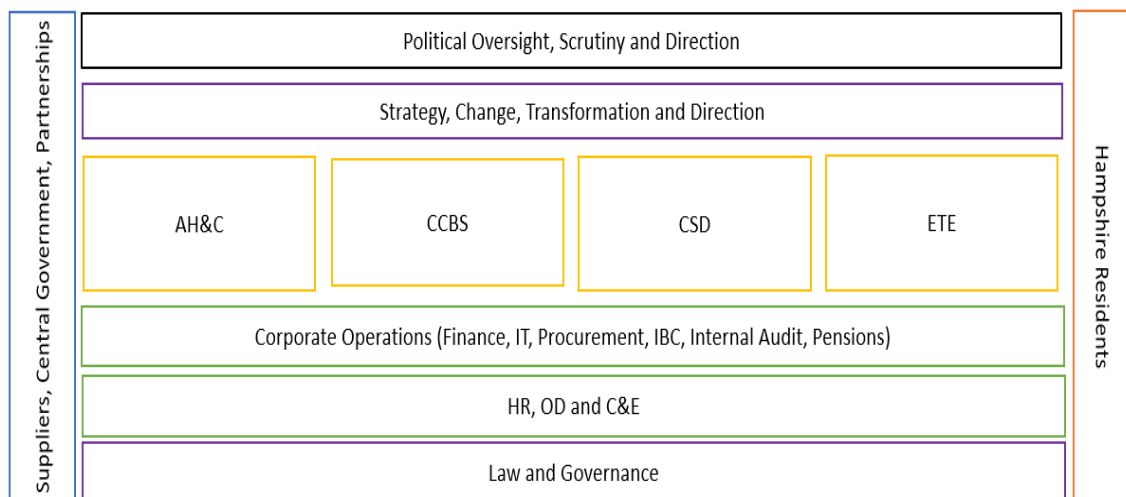


Figure 1 – ‘AS IS’ high-level organisation model

### Principles underpinning the changes

3. The following strategic principles informed the thinking behind the proposed redesign of the organisation:
  - i) The concept of Corporate Directorship i.e., giving direction to HCC as “one organisation”, determining the strategic objectives and policies for HCC, jointly accountable for HCC activities to third parties and stakeholders, taking decisions on behalf of HCC.

A desire to differentiate between different cohorts of Service Users – i.e., Adults, Children and those services that are universally available to all the residents of Hampshire, led by three Service Director roles.

- ii) A belief that collaboration across the organisation and wider partners is essential to the effective delivery of services, with key relationships being determined by the desire to achieve the best outcomes for service users, irrespective of the directorate from which the work is led.
- iii) A desire to ensure the County Council maintains a clear focus on the 'Place' that is Hampshire, and its ambitions for the County as described in the Hampshire 2050 vision.
- iv) The notion that enabling functions should be managed from the corporate centre to create maximum efficiency, effectiveness and consistency as well as reducing duplication – led by two Director roles who are essentially the Chief *Finance* Officer and Chief *People* Officer.

The importance of making financial efficiencies at senior levels, ahead of those that will need to follow more widely across the organisation the financial challenges expected in 2025 are approached.

### Organisational Directorate Changes

4. The most fundamental change to the County Council's structure was the disbanding of the previous Culture, Communities and Business Services (CCBS) and Economy, Transport and Environment (ETE) public facing service departments.
5. In their place, two new directorates were created:
  - **Hampshire 2050** – focused on the 'Place' that is Hampshire, and delivering our Hampshire 2050 vision
  - **Universal Services** – bringing together the delivery of public facing services universally available to all, as well as services which directly support all other public facing services (i.e., Adults' Health and Care, and Children's Services).

In addition, all remaining departments became known as **directorates**, with HR, OD, Communications and Engagement being renamed to **People and Organisation**, and incorporating Law and Governance.

6. The new, high-level organisation model is outlined in figure 2 below:

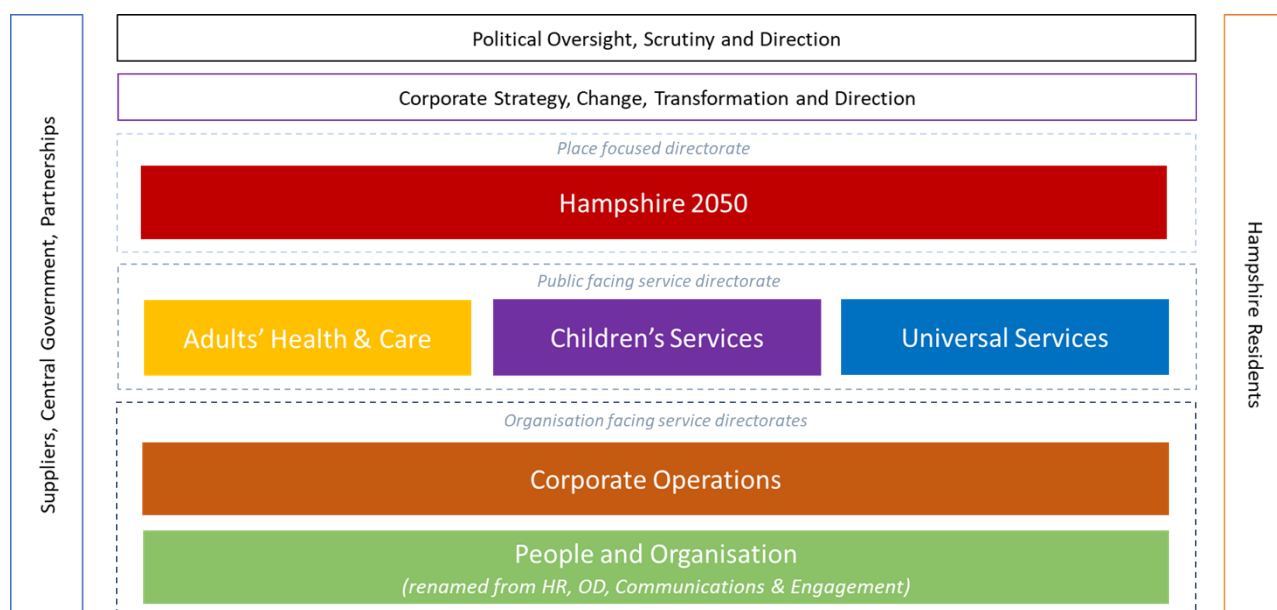


Figure 2 – proposed high-level organisation model

7. The changes implementing the above organisational structure took effect from 1 January 2023 and the above structure remains in place.

### Changes to Executive Functions

8. Separately from implementation of the new organisational structure, the Leader revised the Executive Portfolios of Cabinet Members, as set out at Part 2, Chapter 3 of the Constitution. The revised Executive Portfolios were also effective from 1 January 2023.

9. Details of the revised Executive Portfolios are set out in Annex 1.

### Changes to Scrutiny Functions and Select Committees

10. Prior to January 2023, the County Council had five Select Committees (Overview and Scrutiny Committees) as below and as set out in detail at Annex 2:

- Policy and Resources Select Committee (14 members)
- Children and Young People Select Committee (16 members)
- Culture and Communities Select Committee (14 members)
- Health and Social Care Select Committee (16 members)
- Transport and Environment Select Committee (16 members)

11. With effect from 1 January 2023, the Select Committees were changed as follows, in order to reflect the new organisational structure and revised executive portfolios (the full details are as set out in Annex 3):

- Hampshire 2050, Corporate Services and Resources Select Committee (14 members)
- Children and Young People Select Committee (16 members)
- Health and Social Care Select Committee (16 members)
- Universal Services Transport and Environment Select Committee (14 members)
- Universal Services Countryside and Regulatory Select Committee (14 members)

12. At its meeting on 22 May 2023, the County Council resolved to make some further changes to its Select Committees as follows:

- The Universal Services Transport and Environment Select Committee, the Universal Services – Countryside and Regulations Select Committee (and BLAPP) were disbanded;
- A new single Universal Services Select Committee was created, comprised of 17 members;
- The Membership of the Hampshire 2050, Corporate Services and Resources, Children and Young People and Health and Social Care Select Committees was increased so as to comprise 17 members for each.

13. The full remit of each of the current (now four) Select Committees is set out at Annex 4.

### Political Groups and Seat Allocation on Select Committees

14. The County Council currently has four political groups as follows:

- Conservative (53 members)
- Liberal Democrat (17 members)
- Labour (3 members)
- Independent (4 members)

(NB there is also one “unaffiliated member” giving a total of 78 members on the County Council).

15. Each political group is represented on all four of the Select Committees in the proportions shown below. Each of the four political groups has an “Opposition Spokesperson” on each of the Select Committees.

<b>Members:</b>	<b>78.00</b>	<b>53</b>	<b>17</b>	<b>3</b>	<b>4</b>	<b>1</b>
<b>A: Council Committees and Panels</b>						
<b>Select Committees</b>	<b>Seats</b>					
Hampshire 2050	<b>17</b>	12	3	1	1	0
Children and Young People	<b>17</b>	11	4	1	1	0
Universal Services	<b>17</b>	11	4	1	1	0
Health & Adult Social Care	<b>17</b>	11	4	1	1	0

## ANNEX 1 – Revised Executive Portfolios as at 1 January 2023

Responsible Person	Functions
<p>Leader and Executive Member for Hampshire 2050 and Corporate Services</p>	<p>Leader of the County Council and Chairing and managing the Executive and its work.</p> <p>Overall strategy (including Serving Hampshire - Strategic Plan), policy and co-ordination ‘across the board’, promoting the Hampshire rural estate, and the direction and utilisation of strategic resources and strategic asset management. Partnerships with a focus on rural initiatives, to the benefit of Hampshire, climate change, rural and environmental policy.</p> <p>Primary directorate links – Hampshire 2050, Corporate Operations, and People and Organisation.</p> <p>Service area responsibilities – Health and Safety; Emergency Planning functions pursuant to the Civil Contingencies Act 2004 and services within the above Directorate remit areas; except where any area has been specifically allocated within the remit of another Executive Member.</p> <p>Functional areas – policy; strategic overview; overall performance; budget strategy; IT services; Commercial Strategy, including procurement policies and outcomes; development of income generation policies across the board;</p> <p>Strategic Land Programme (including County Farms); Land Disposals (£1Million plus); Land Acquisitions (£500k plus) and acquisitions requiring corporate funding; Leases overall rental commitment (£1Million plus); Strategic Asset Management.</p> <p>Economic Strategy &amp; Recovery Plan; Economic Development Programme and Projects including Tourism, Marketing and Inward Investment. Partnerships with the focus on rural initiatives; Responsibility for building relationships with businesses in Hampshire.</p> <p>Local Transport Plan; Environment Strategy; Transport for the South East/Solent Transport; Minerals and Waste Local Plan; Strategic Transport projects; Strategic Environment Projects; Bus</p>

	<p>Service Improvement Plan.</p> <p>Developing links with other agencies and other local authorities regarding the development of rural activity. Overall responsibility for the County Council's relationships with Parish, Town and District and Borough Councils.</p> <p>Climate Change Action Plan; Annual State of the Environment Report; Climate Change Expert Forum; Rural Communities Strategy.</p> <p>Cultural Trust, including arts and museums; Rural Broadband; Monitoring and developing the sustainability of the natural environment and heritage of rural Hampshire; Archaeology.</p> <p>Parish and Town Council Investment Fund and the Rural Affairs Development Fund.</p> <p>Skills and participation (excluding Children's Services statutory functions). Corporate oversight of the County Council's Grant Management System; and Members' Devolved Budgets.</p> <p>Appointments to relevant outside bodies not on a proportional basis in consultation with minority parties.</p> <p>This Executive Member is also the Chairman of BLAPP.</p>
<p>Deputy Leader and Executive Member for Hampshire 2050 and Corporate Services</p>	<p>To act in place of the Leader if for any reason the Leader is unable to act, or the office of Leader is vacant.</p> <p>To support the Leader and Executive Member for Corporate Services and Hampshire 2050 because of the breadth of the portfolio, by providing additional capacity at Executive level.</p> <p>Overall strategy (including Serving Hampshire - Strategic Plan), policy and co-ordination 'across the board', promoting the Hampshire rural estate, and the direction and utilisation of strategic resources and strategic asset management. Partnerships with a focus on rural initiatives, to the benefit of Hampshire, climate change, rural and environmental policy.</p>

	<p>Primary directorate links – Hampshire 2050, Corporate Operations, and People and Organisation.</p> <p>Service area responsibilities – Health and Safety; Emergency Planning functions pursuant to the Civil Contingencies Act 2004 and services within the above Directorate remit areas; except where any area has been specifically allocated within the remit of another Executive Member.</p> <p>Functional areas – policy; strategic overview; overall performance; budget strategy; IT services; Commercial Strategy, including procurement policies and outcomes; development of income generation policies across the board.</p> <p>Strategic Land Programme (including County Farms); Land Disposals (£1Million plus); Land Acquisitions (£500k plus) and acquisitions requiring corporate funding; Leases overall rental commitment (£1Million plus); Strategic Asset Management.</p> <p>Economic Strategy &amp; Recovery Plan; Economic Development Programme and Projects including Tourism, Marketing and Inward Investment. Partnerships with the focus on rural initiatives; Responsibility for building relationships with businesses in Hampshire.</p> <p>Local Transport Plan; Environment Strategy; Transport for the South-East/Solent Transport; Minerals and Waste Local Plan; Strategic Transport projects; Strategic Environment Projects; Bus Service Improvement Plan.</p> <p>Developing links with other agencies and other local authorities regarding the development of rural activity. Overall responsibility for the County Council’s relationships with Parish, Town and District and Borough Councils.</p> <p>Climate Change Action Plan; Annual State of the Environment Report; Climate Change Expert Forum; Rural Communities Strategy.</p> <p>Cultural Trust, including arts and museums; Rural Broadband; Monitoring and developing the sustainability of the natural environment and heritage of rural Hampshire; Archaeology.</p>
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	<p>Parish and Town Council Investment Fund and the Rural Affairs Development Fund.</p> <p>Skills and participation (excluding Children's Services statutory functions).</p> <p>Appointments to relevant outside bodies not on a proportional basis in consultation with minority parties.</p>
Executive Lead Member for Children's Services	<p>Lead Member for Children's Services pursuant to Section 19 of the Children Act 2004 and the Statutory guidance on the roles and responsibilities of the Director of Children's Services and the Lead Member for Children's Services (2013).</p> <p>Overall direction, strategy, budget, resources and policy for all Children's matters, i.e. Education, Children and Families pursuant to the requirements of the Children Act 2004. Approval of the Children and Young People's Plan.</p> <p>Primary directorate link – Children's Services Directorate and Hampshire 2050 Directorate.</p> <p>Service area responsibilities – all services within the Children's Services Directorate, and in relation to Strategic School Planning.</p> <p>Functional areas – statutory Social Services functions of the County Council relating to children, and all education functions exercisable by the County Council as Local Education Authority.</p> <p>Functions related to the Supporting Families Programme.</p> <p>Appointments to relevant outside bodies not on a proportional basis in consultation with the minority parties.</p>
Executive Member for Education	<p>To support the Executive Lead Member for Children's Services because of the breadth of the portfolio, by providing additional capacity at Executive level to drive improvements in school standards and educational attainment and liaising</p>



	<p>with schools, academies, colleges and other representatives of the education sector.</p> <p>Primary directorate link – Children’s Services Directorate.</p> <p>Service area responsibilities – education and schools.</p> <p>Functional areas – working with the Executive Lead Member for Children’s Services to develop policy and strategy in relation to school improvements and educational standards; where agreed with the Executive Lead Member for Children’s Services determining infrastructure and school organisation matters, in accordance with policies and strategies agreed by the Executive Lead Member for Children’s Services, the Children and Young People’s Plan, and where relevant the Children’s Services Capital Programme.</p> <p>Determining appeals in respect of exceptions to school transport policies, other than appeals relating to the safety of walking routes.</p> <p>Responsibility for Libraries, HC3S and County Supplies.</p>
<p>Executive Lead Member for Adult Social Care and Public Health</p>	<p>Overall direction, strategy, budget, resources and policy for all Adult Social Care and Public Health matters.</p> <p>Primary directorate links – Adults’ Health and Care and Children’s Services Directorates.</p> <p>Service area responsibilities – all services within the remit of the above department including all duties relating to adult social care including safeguarding, including under (inter alia), the Care Act 2014, the Mental Capacity Act 2005 and the Mental Health Act 1983.</p> <p>All services within the remit of the County Council’s public health responsibilities pursuant to the National Health Service Act 2006.</p> <p>All duties relating to the County Council’s responsibilities to improve public health.</p>

	<p>Functional areas – services for population health and wellbeing (Public Health functions), older people’s services, HCC Care services and all ancillary services, Development of the County Council’s strategy and policy in relation to public health.</p> <p>Appointments to relevant outside bodies not on a proportional basis in consultation with the minority parties.</p>
<p>Executive Member for Younger Adults and Health and Wellbeing</p>	<p>To support the Executive Lead Member for Adults Social Care and Health because of the breadth of the portfolio, by providing additional capacity at Executive level in the functional areas specified below.</p> <p>Primary directorate links – Adults’ Health and Care and Children’s Services Directorates.</p> <p>Functional areas; Younger adult’s service including learning disability, physical disability and mental health services and the County Council’s relationship with the Voluntary, Community and Social Enterprise sector (VCSE) and directorate grants.</p> <p>N.B This Executive Member is also Chairman of the Health and Wellbeing Board and has a lead role in the development of the relationship with the Integrated Care Partnership and Hampshire Place Assembly.</p>
<p>Executive Lead Member for Universal Services</p>	<p>Overall direction, strategy, budget, resources and policy for Universal Services</p> <p>Primary directorate links – Universal Services Directorate.</p> <p>Service Area Responsibilities -Transport and Environment Services (including the Capital Programme), but excluding regulatory matters within the remit of the Regulatory Committee.</p> <p>Functional areas – Highway maintenance and Management Plan; Highway Asset Management Plan; County Planning Services; Waste and Recycling Infrastructure, Joint Municipal Waste Strategy; Main Service Contracts and Contract</p>

	<p>Management/Performance, Highway Safety and Casualty Reduction Policy.</p> <p>Operation Resilience Annual Programme; Structures Annual Programme; Road Safety Projects and Programme; Road Safety Education; Local Road Safety Partnerships; Street Lighting; Parish Lengthsman Scheme; Parish and District Highways Liaison; Traffic Management Projects and Programmes; On Street Parking and Parking Agencies; Active Travel projects; Local Highways and Transport Improvements; Local Subsidised Bus Contracts; Community Transport Schemes and contracts; Local Passenger Transport Infrastructure; Community Transport Local Projects.</p> <p>Flood Risk Management Strategy; Local Environment Projects; Local Flood Protection/Mitigation Schemes; Flood and Water Management Act Responsibilities; Environmental Campaigns and Ambassador Role Local Environmental Partnerships (incl. Fly-Tipping Partnership); Waste Minimisation Programme; Community Waste Minimisation and Recycling Programme and Projects; Local Air Quality Improvement Programme and Projects.</p> <p>Appointments to relevant outside bodies not on a proportional basis in consultation with minority parties.</p> <p>This Executive Member is also the County Council's Executive appointment to Solent Transport.</p> <p>NB: This Executive Member is also the County Council's Executive appointment to Project Integra Strategic Board Joint Committee.</p>
<p>Executive Member for Countryside and Regulatory Services</p>	<p>To support the Executive Lead Member for Universal Services because of the breadth of the portfolio, by providing additional capacity at Executive level.</p> <p>Primary directorate links – Universal Services.</p> <p>Service area responsibilities – Property Services, including non-strategic asset management within the remit of the above Directorate; the operational framework for the County Farm Estate; Countryside</p>

	<p>Services including Rights of Way, Country Parks. archives and outdoor activities.</p> <p>Functional areas – Property Services and Facilities Management (excluding Strategic Land Programme), Land Disposals less than £1Million; Acquisitions less than £500k not requiring corporate funding; Leases overall rental commitment less than £1Million.</p> <p>Energy related matters.</p> <p>Archives and records, country parks, countryside sites and nature reserves, regulatory services, including registration, coroners’ services, trading standards, asbestos and scientific services; countryside estate; Local Nature Partnership; Bio-diversity/Ecology; Local Nature Recovery Strategy; Protected Landscapes Outside National Parks (incl. AONB Management Plans); Historic Landscape/Gardens.</p>
<p>Executive Member for Performance, Human Resources, Communications and Inclusion and Diversity</p>	<p>Overall strategy for Performance and Human Resources matters.</p> <p>Primary directorate links – People and Organisation Directorate.</p> <p>Service area responsibilities – human resources services within the remit of People and Organisation; including strategic workforce development and corporate performance and otherwise where relevant to the role; the Corporate Apprenticeship Programme.</p> <p>Personnel policy formulation and skills development in relation to the County Council’s directly employed workforce (excluding schools), and review of corporate performance through the Annual Performance Report.</p> <p>Appointments to relevant outside bodies not on a proportional basis in consultation with minority parties.</p> <p>N.B. this Executive Member is also Chairman of EHCC.</p>

## ANNEX 2 – Select Committees Prior to January 2023

# Part 2: Chapter 5

## Scrutiny

### Select (Overview and Scrutiny) Committees

#### 1. Responsibilities for Scrutiny Functions

- 1.1. The following table sets out the allocation of responsibilities within the Select (Overview and Scrutiny) Committees.

Committee	Scope
Policy and Resources	<p>Coordinating Scrutiny:</p> <p>To ensure resources of all scrutiny functions are being effectively targeted.</p> <p>To ensure the outputs and outcomes of Scrutiny are having impact and being evaluated.</p> <p>To prioritise topics for scrutiny task and finish groups (thematic reviews).</p> <p>To create an annual work programme.</p> <p>To identify where each thematic review on the work programme should be considered.</p> <p>To provide an annual report to the County Council outlining the effectiveness, outcomes and learning of the scrutiny function (i.e. Select (Overview and Scrutiny) Committees and overall work programme).</p> <p>To monitor the operation of the provisions relating to call-in and urgency submitting a report to Cabinet if necessary.</p> <p>Scrutinising Corporate functions:</p>

	<p>Reviewing how policies, services and decisions ensure effective use and management of all resources; how effectively is cross-cutting/corporate policy developed, implemented and performance evaluated and improved.</p> <p>Efficiency; Human Resources; Skills; Partnership Working (internal and external); Procurement; Relevant Financial Management (e.g. budget setting and monitoring final accounts, capital programme, capital receipts); asset and estate management; information management (including records management); communications; use of IT; Health and Safety; corporate policy and performance; Business Units; economic development; crime prevention; crime and disorder; Emergency Planning.</p> <p>Reviewing and scrutinising decisions made, or other actions taken, in connection with the discharge of crime and disorder functions by the authorities responsible for crime and disorder strategies in relation to the County Council's area, and making reports or recommendations with respect to the discharge of those functions.</p> <p>Makings reports or recommendations to the County Council with regard to any matter which is a local crime and disorder matter in relation to a member of the County Council (i.e. a matter concerning crime and disorder which affects all or part of the electoral Division for which the Member is elected or any person who lives or works in that area).</p> <p>Departments covered;</p> <ul style="list-style-type: none"> <li>- Corporate Services</li> <li>- Culture, Communities and Business Services</li> <li>- County Council as a corporate entity.</li> <li>- Any other relevant functions in other Departments</li> </ul>
Children and Young People	<p>Reviewing how the needs and interests of children and young people are met by all Departments, policies, services and decisions; and how performance is evaluated and improved.</p> <p>Universal, targeted and specialist services for children and young people: prevention and management of risk; social care; children's and young people's wellbeing; education – supporting and enabling learning for all children and young people; internal and external partnership working re</p>

	<p>Children and Young People; supporting parents and families; relevant financial management.</p> <p>Departments covered:</p> <ul style="list-style-type: none"> <li>- Children's Services</li> <li>- Culture Communities and Business Services</li> <li>- Any other Department doing work with or impacting on children or young people.</li> </ul>
Health and Adult Social Care	<p>Reviewing how policies, services and decisions support safe, well, independent and continuously developing people (adults and older persons) and Public Health; how they are implemented and how performance is evaluated and improved.</p> <p>Focus on how the County Council is contributing to delivering the Wellbeing agenda for adults; adult social care; promoting independence and quality of life for older people; healthy and safe families; Public Health: the integration of Health and Care services and relevant financial management.</p> <p>Scrutiny of the provision and operation of health services in Hampshire.</p> <p>Departments covered:</p> <ul style="list-style-type: none"> <li>- Adults' Health and Care</li> <li>- Culture, Communities and Business Services</li> <li>- Any other relevant functions in other Departments</li> </ul>
Countryside, Culture and Communities	<p>Reviewing how policies, services and decisions support thriving culture and sustainable, inclusive communities and rural Hampshire; how they are implemented and how performance is evaluated and improved.</p> <p>Culture and recreation; heritage; community development; countryside and rights of way; developing sustainable communities; supporting diversity and inclusion; community engagement and consultation; lifelong learning for adults; Regulatory Services, relevant financial management.</p> <p>Departments covered:</p> <ul style="list-style-type: none"> <li>- Culture Communities and Business Services</li> </ul>

	<ul style="list-style-type: none"> <li>- Corporate Services</li> <li>- Adults' Health and Care</li> <li>- Environment</li> <li>- Any other relevant functions in other Departments.</li> </ul>
Transport and Environment	<p>Reviewing how policies, services and decisions support a positive and sustainable environment, accessibility to services for all and effective management of natural resources; how they are implemented and how performance is evaluated and improved.</p> <p>Passenger transport; transport policy; road infrastructure; access; protection of the environment; flood and coastal erosion risk management; sustainable development; climate change; land management; waste management; relevant financial management.</p> <p>Departments covered:</p> <ul style="list-style-type: none"> <li>- Environment</li> <li>- Culture, Communities and Business Services</li> <li>- Children's Services</li> <li>- Any other relevant functions in other Depts</li> </ul>



## ANNEX 3 – Select Committees with effect from 1 January 2023

# Part 2: Chapter 5

## Scrutiny

### Select (Overview and Scrutiny) Committees

#### 2. Responsibilities for Scrutiny Functions

2.1. The following table sets out the allocation of responsibilities within the Select (Overview and Scrutiny) Committees.

Committee	Scope
Hampshire 2050, Corporate Services and Resources	<p>Coordinating Scrutiny:</p> <p>To ensure resources of all scrutiny functions are being effectively targeted.</p> <p>To ensure the outputs and outcomes of Scrutiny are having impact and being evaluated.</p> <p>To create an annual work programme.</p> <p>To identify where each thematic review on the work programme should be considered.</p> <p>To provide an annual report to the County Council outlining the effectiveness, outcomes and learning of the scrutiny function (i.e. Select (Overview and Scrutiny) Committees and overall work programme).</p> <p>To monitor the operation of the provisions relating to call-in and urgency submitting a report to Cabinet if necessary.</p> <p>Scrutinising Corporate functions:</p> <p>Reviewing how policies, services and decisions ensure effective use and management of all</p>

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resources; how effectively is cross-cutting/corporate policy developed, implemented and performance evaluated and improved.

Economic development; strategic transport; strategic spatial planning; Minerals and waste Policy; Superfast Broadband; Devolution.

Skills; Partnership Working (internal and external).

Rural strategy, rural estate and strategic land; strategic capital planning (all Directorates); strategic asset management.

Climate Change and Environmental Strategy; Flood and coastal erosion risk management; sustainable development.

Cultural Strategy, Cultural Trust, including arts and museums

Developing sustainable communities; supporting diversity and inclusion; community engagement and consultation.

Efficiency; Human Resources; Skills; Procurement; Relevant Financial Management (e.g. budget setting and monitoring final accounts, capital programme, capital receipts); information management (including records management); communications; use of IT; Health and Safety; corporate policy and performance; crime prevention; crime and disorder; Emergency Planning.

Reviewing and scrutinising decisions made, or other actions taken, in connection with the discharge of crime and disorder functions by the authorities responsible for crime and disorder strategies in relation to the County Council's area, and making reports or recommendations with respect to the discharge of those functions.

Makings reports or recommendations to the County Council with regard to any matter which is a local crime and disorder matter in relation to a member of the County Council (i.e. a matter concerning crime and disorder which affects all or part of the electoral Division for which the Member is elected or any person who lives or works in that area).

Directorates covered;

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	<ul style="list-style-type: none"> <li>- Hampshire 2050</li> <li>- Corporate Operations</li> <li>- People and Organisation</li> <li>- County Council as a corporate entity.</li> <li>- Any other relevant functions in other Directorates</li> </ul>
Children and Young People	<p>Reviewing how the needs and interests of children and young people are met by all Directorates, policies, services and decisions; and how performance is evaluated and improved.</p> <p>To create an annual work programme.</p> <p>To identify where each thematic review on the work programme should be considered.</p> <p>Universal, targeted and specialist services for children and young people: prevention and management of risk; social care; children’s and young people’s wellbeing; education – supporting and enabling learning for all children and young people; internal and external partnership working re Children and Young People; supporting parents and families; relevant financial management.</p> <p>HC3S, County Supplies and <u>Libraries</u>.</p> <p>Directorates covered:</p> <ul style="list-style-type: none"> <li>- Children’s Services</li> <li>- Any other Directorate doing work with or impacting on children or young people.</li> </ul>
Health and Adult Social Care	<p>Reviewing how policies, services and decisions support safe, well, independent and continuously developing people (adults and older persons) and Public Health; how they are implemented and how performance is evaluated and improved.</p> <p>To create an annual work programme.</p> <p>To identify where each thematic review on the work programme should be considered.</p> <p>Focus on how the County Council is contributing to delivering the Wellbeing agenda for adults; adult social care; promoting independence and quality of</p>

	<p>life for older people; healthy and safe families; Public Health: the integration of Health and Care services and relevant financial management.</p> <p>Scrutiny of the provision and operation of health services in Hampshire.</p> <p>Directorates covered:</p> <ul style="list-style-type: none"> <li>- Adults' Health and Care</li> <li>- Any other relevant functions in other Directorates</li> </ul>
<p>Universal Services- Transport, Land Management and Environment</p>	<p>Reviewing how policies, services and decisions support a positive and sustainable environment, accessibility to services for all and effective management of natural resources; how they are implemented and how performance is evaluated and improved.</p> <p>To create an annual work programme.</p> <p>To identify where each thematic review on the work programme should be considered.</p> <p>Lead for budget for Universal Services</p> <p>Passenger transport; operational highways traffic management and transport policy and road safety; road infrastructure.</p> <p>Waste management and recycling.</p> <p>Access; protection of the environment.</p> <p>Directorates covered:</p> <ul style="list-style-type: none"> <li>- Universal Services</li> <li>- Any other relevant functions in other Directorates.</li> </ul>
<p>Universal Services- Countryside and Regulatory Services</p>	<p>Reviewing how policies, services and decisions support rural Hampshire; how they are implemented and how performance is evaluated and improved.</p> <p>To create an annual work programme.</p> <p>To identify where each thematic review on the work programme should be considered.</p>

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	<p>Country Parks; archives; outdoor activities; County Farms; countryside and rights of way; Regulatory Services, relevant financial management.</p> <p>Property Services, operational assets and operational estate management.</p> <p>Directorates covered:</p> <ul style="list-style-type: none"><li>- Universal Services</li><li>- Any other relevant functions in other Directorates.</li></ul>
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## ANNEX 4 – Current Select Committees, with effect from May 2023

# Part 2: Chapter 5

## Scrutiny

### Select (Overview and Scrutiny) Committees

#### 3. Responsibilities for Scrutiny Functions

- 3.1. The following table sets out the allocation of responsibilities within the Select (Overview and Scrutiny) Committees.

Committee	Scope
Hampshire 2050, Corporate Services and Resources	<p>Coordinating Scrutiny:</p> <p>To ensure resources of all scrutiny functions are being effectively targeted.</p> <p>To ensure the outputs and outcomes of Scrutiny are having impact and being evaluated.</p> <p>To create an annual work programme.</p> <p>To identify where each thematic review on the work programme should be considered.</p> <p>To provide an annual report to the County Council outlining the effectiveness, outcomes and learning of the scrutiny function (i.e. Select (Overview and Scrutiny) Committees and overall work programme).</p> <p>To monitor the operation of the provisions relating to call-in and urgency submitting a report to Cabinet if necessary.</p> <p>Scrutinising Corporate functions:</p> <p>Reviewing how policies, services and decisions ensure effective use and management of all resources; how effectively is cross-</p>

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	<p>cutting/corporate policy developed, implemented and performance evaluated and improved.</p> <p>Economic development; strategic transport; strategic spatial planning; Minerals and waste Policy; Superfast Broadband; Devolution.</p> <p>Skills; Partnership Working (internal and external).</p> <p>Rural strategy, rural estate and strategic land; strategic capital planning (all Directorates); strategic asset management.</p> <p>Climate Change and Environmental Strategy; Flood and coastal erosion risk management; sustainable development.</p> <p>Cultural Strategy, Cultural Trust, including arts and museums</p> <p>Developing sustainable communities; supporting diversity and inclusion; community engagement and consultation.</p> <p>Efficiency; Human Resources; Skills; Procurement; Relevant Financial Management (e.g. budget setting and monitoring final accounts, capital programme, capital receipts); information management (including records management); communications; use of IT; Health and Safety; corporate policy and performance; crime prevention; crime and disorder; Emergency Planning.</p> <p>Reviewing and scrutinising decisions made, or other actions taken, in connection with the discharge of crime and disorder functions by the authorities responsible for crime and disorder strategies in relation to the County Council's area, and making reports or recommendations with respect to the discharge of those functions.</p> <p>Makings reports or recommendations to the County Council with regard to any matter which is a local crime and disorder matter in relation to a member of the County Council (i.e. a matter concerning crime and disorder which affects all or part of the electoral Division for which the Member is elected or any person who lives or works in that area).</p> <p>Directorates covered;</p>
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	<ul style="list-style-type: none"> <li>- Hampshire 2050</li> <li>- Corporate Operations</li> <li>- People and Organisation</li> <li>- County Council as a corporate entity.</li> <li>- Any other relevant functions in other Directorates</li> </ul>
Children and Young People	<p>Reviewing how the needs and interests of children and young people are met by all Directorates, policies, services and decisions; and how performance is evaluated and improved.</p> <p>To create an annual work programme.</p> <p>To identify where each thematic review on the work programme should be considered.</p> <p>Universal, targeted and specialist services for children and young people: prevention and management of risk; social care; children's and young people's wellbeing; education – supporting and enabling learning for all children and young people; internal and external partnership working re Children and Young People; supporting parents and families; relevant financial management.</p> <p>HC3S, County Supplies and <u>Libraries</u>.</p> <p>Directorates covered:</p> <ul style="list-style-type: none"> <li>- Children's Services</li> <li>- Any other Directorate doing work with or impacting on children or young people.</li> </ul>
Health and Adult Social Care	<p>Reviewing how policies, services and decisions support safe, well, independent and continuously developing people (adults and older persons) and Public Health; how they are implemented and how performance is evaluated and improved.</p> <p>To create an annual work programme.</p> <p>To identify where each thematic review on the work programme should be considered.</p> <p>Focus on how the County Council is contributing to delivering the Wellbeing agenda for adults; adult social care; promoting independence and quality of</p>



	<p>life for older people; healthy and safe families; Public Health: the integration of Health and Care services and relevant financial management.</p> <p>Scrutiny of the provision and operation of health services in Hampshire.</p> <p>Directorates covered:</p> <ul style="list-style-type: none"> <li>- Adults' Health and Care</li> <li>- Any other relevant functions in other Directorates</li> </ul>
Universal Services	<p>Reviewing how policies, services and decisions support a positive and sustainable environment, rural Hampshire, accessibility to services for all and effective management of natural resources; how they are implemented and how performance is evaluated and improved.</p> <p>To create an annual work programme.</p> <p>To identify where each thematic review on the work programme should be considered.</p> <p>Budget for Universal Services</p> <p>Passenger transport; operational highways traffic management and transport policy and road safety; road infrastructure.</p> <p>Waste management and recycling.</p> <p>Access; protection of the environment.</p> <p>Country Parks; archives; outdoor activities; County Farms; countryside and rights of way; Regulatory Services, relevant financial management.</p> <p>Property Services, operational assets and operational estate management. The relevant business plans and strategies for the Business Units within the remit of the Director of Universal Services</p> <p>Performance, risk management and health and safety relating to the built estate. Relevant financial management. Directorates covered:</p>

	<ul style="list-style-type: none"><li>- Universal Services</li><li>- Any other relevant functions in other Directorates.</li></ul>
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**Deputy Leader of the County Council (12-month review)**

**Primary Departmental Links:** Links and engagement across all departments of the County Council as required. Additionally, links to partner organisations, business groups and public authorities in Hampshire and the wider South-East area, and at Westminster.

**Statutory framework:**

By virtue of the provisions of the Local Government Act 2000, the Leader of the Council must appoint one Member of the Executive as Deputy Leader. If for any reason the Leader is unable to act, or the office of Leader is vacant, the Deputy Leader must act in his / her place. This means that in such an event all the Statutory and Constitutional powers of the Leader are vested in the Deputy Leader, including all action to decide, discharge, or implement any Executive Functions of the Leader, plus the power to depute another Executive Member to discharge such responsibilities. In addition, where the Leader is unable to act owing to a conflict of interest, the Deputy Leader is authorised to act, or depute another Executive Member to act. The role, functions and requirements of Deputy Leader are in addition to the individual Executive Member responsibilities held by the Deputy Leader as a Member of Cabinet.

**Key outcomes:**

The essence of the role is to help and support the Leader, working closely with the Leader to lead and co-ordinate political engagement and to provide political advice and support to the County Council in fulfilment of its extensive statutory responsibilities.

The need for robust, resilient and effective political capacity is critical as the County Council seeks to manage ongoing demand and cost pressures and play its part in the wider South-East and national political arena, and private business sector.

*The Deputy Leader role has been operating for the last 12-months and during that time, a new organisational structure has been implemented with effect from 1 January 2023, the 'One Organisation' model. The value of having a Deputy Leader role is evidenced by the joined-up approach that operates between the Leader and Deputy Leader to deal with the challenges the County Council faces in fulfilling its statutory responsibilities as the third largest Shire Council in the country serving 1.4 million residents.*

## Key Functional Areas:

- To directly support, and where appropriate, act on behalf of the Leader on all aspects of the County Council's work, and wider political, community and business network and economy.

*The Deputy Leader has been providing direct support to the Leader in a wide variety of ways such as:*

- \* *working with Business South on skills and training*
- \* *working with an All Party Parliamentary Group on skills and training*
- \* *working with the Solent and EM3 Local Enterprise Partnerships*
- \* *engaging with other businesses where appropriate including Hampshire Fayre and numerous charitable organisations*

- To support the development of and maintain political links with key partner organisations such as district and borough councils within Hampshire and neighbouring councils and unitary authorities, Hampshire and Isle of Wight Fire and Rescue Authority ('HIOWFRA'), the Office of the Police and Crime Commissioner and Hampshire Constabulary.

*The Deputy Leader has been involved with discussions on regeneration and growth in Hampshire with district and borough council partners; has worked with the Chairman of HIOWFRA; liaised with the Police and Crime Commissioner (PCC) and the Deputy PCC regarding joint campaigns and attended meetings and briefings with Hampshire MPs, including visits to Westminster.*

*The Deputy Leader has provided political engagement with a range of stakeholders to promote and support the delivery of the Hampshire 2050 vision and the Hampshire Economic strategy. This involves forming key relationships with businesses, skills and training providers and Universities.*

- To attend with the Leader, deputising for the Leader as required at meetings with other Hampshire district/borough council and unitary authority leaders on the proposed formation of a 'County Deal' for the wider Hampshire area. In addition, promoting the County Deal project with Central Government.

*The Deputy Leader has attended all meetings, and will continue to do so, to support the Leader with the Pan Hampshire County Deal.*

- To attend meetings of other strategic organisations/forums the County Council is represented on with, or on behalf of the Leader, deputising for the Leader as required:
  - County Councils Network (CCN)
  - Enterprise M3 LEP Board and Solent LEP
  - Hampshire & Isle of Wight Local Government Association~
  - Local Government Association (LGA) General Assembly
  - South-East 7 Board
  - South-East Councils

- South-East Strategic Leaders
- Southampton Port Consultative Committee

*The Deputy Leader has attended or deputised for the Leader on the above forums as required. When attending in a deputy capacity, the Deputy Leader has attended associated briefings and provided feedback to the Leader. This will be an on-going activity.*

- To attend internal Cabinet and Council briefing meetings, to provide support to the Leader aiding the resilience of the County Council.

*The Deputy Leader has attended all Cabinet and Council briefing meetings and emergency planning briefings in regard to the resilience of the County Council. This will be an on-going activity.*

- To lead on political projects as directed by the Leader.

*The Deputy Leader has led on the 'Stronger Roads Today' and Hampshire Business Awards' projects.*

*The Deputy Leader will continue to lead on projects as directed by the Leader as they come forward.*

- Assist the Leader and wider Cabinet colleagues in making representations as appropriate on areas of regional and national policy development.

*Over the last 12 months, the Deputy Leader has supported the Leader with meetings with Ministers and liaising closely with Hampshire MP's. This will be an on-going activity.*

- Promoting the County Council's objectives policies and priorities, and associated partnerships as a key contribution to ensuring the welfare and improvement of outcomes residents and communities in Hampshire.

*The Deputy Leader has led on the creation and implementation of the Leader's Newsletter that is circulated to key stakeholders. This will be an on-going activity.*

### **Communications (new)**

*The Deputy Leader has an active role supporting the Leader (and working with the Executive Member for Performance, HR, Communications and Inclusion & Diversity) to inform, challenge, and contribute towards the development of the County Council's Communications Strategy, approach, and channels of communication with residents and stakeholders, and ensuring campaigns align to the priorities set out within the Serving Hampshire Strategic Plan (agreed by Cabinet in July 2021), and other key priorities for the Executive.*

*This responsibility also includes providing portfolio holder oversight and input (and representation on behalf of Cabinet colleagues) into the development of three key (strategic) cross organisation communications and campaign plans:*

- *Serving Hampshire Strategic Plan – main strategic communications campaign.*
- *Hampshire 2050 - communications sub-campaign.*
- *Making the most of your money – communications sub-campaign.*

### **Member Development Group (new)**

*Elected members have a critical role in the scrutiny and oversight of the County Council and it is essential that, to fulfil their responsibilities to the residents who elected them, appropriate development is available to them.*

*The Member Development Group (MDG) is a working group looking at Member Development and training as a whole. The Group has recently been re-formed comprising a representative from all political groups on the County Council and will be meeting up to four times a year. The Group will oversee the delivery of a Member Development Plan and Conference Attendance Plan.*

*The Deputy Leader has taken on the Chairmanship of the MDG as an additional area of work, providing leadership to ensure Members can have the most effective opportunities to support their learning and development.*

### **Scale of financial gearing/impact of work undertaken:**

The role encompasses a broad range of statutory services requiring engagement across a range of stakeholders.

The County Council has a gross revenue budget of some £2.4bn in 2022/23, which continues to come under increasing demand and cost pressures. The County Council has further savings targets of £80m by April 2023, which must be met on top of the £540m of savings already achieved since 2010. This role of Deputy Leader plays an important part in supporting the County Council's interface with its stakeholders and the public to ensure that decisions on what the County Council can and cannot provide in the future are informed by the views of residents and service users. This applies equally to engagement on new ways of working, as the County Council seeks to maximise the positive innovations arising from the pandemic.

## **IRP SUBMISSION – INDEPENDENT GROUP**

### **SPECIAL RESPONSIBILITY ALLOWANCES**

#### **SUMMARY OF OBSERVATIONS:**

- 1) All Opposition Spokespeople undertake identical roles regardless of group size but are not remunerated equally. Essentially a Spokesperson is discriminated against for belonging to a smaller group and their time is devalued.
- 2) Smaller groups with four or less members are more disadvantaged as group members have to take on multiple Spokesperson roles with no additional remuneration.
- 3) That SRA's for Opposition Groups are (currently) based on size, but for the controlling group is a set figure regardless of changes in membership.

#### **RECOMMENDATIONS**

- 1) That the Opposition Group Spokesperson SRA budget be equally split between all current Opposition Group Spokespeople, due to all undertaking the exact same commitments. This would mean no additional budget would be required, rather simply a re-distribution of allowances in an equal and fair manner.
- 2) That the SRA policy be reviewed to establish a consistent approach and to ensure equality and fairness of treatment of Spokesperson & Opposition Spokesperson SRA's at Hampshire County Council, including how to reduce the disadvantage members face who have to fulfil multiple Spokesperson roles.

The Independent Group is disappointed with the current arrangements for Opposition Spokesperson Special Responsibility Allowances (SRAs) and unanimously feel it discriminates against Spokespeople from smaller Opposition Groups.

An Opposition Spokesperson's responsibilities and duties are identical regardless of political grouping or group size. When acting as a Spokesperson the workload which must be undertaken (such as: attendance at the Opposition Spokesperson briefings, attendance and contribution at Decision Days, being up to date with relevant information relating to committee/panel topics, exposure to the media for comment etc) is identical regardless of group size. All three Opposition Group Spokespeople for any given committee, have identical roles and time commitments. Essentially, the current policy infers that someone's time from a larger group is more valuable than the same time commitment from a smaller group.

Indeed, this disparity is further compounded as a member of a smaller Opposition Group. For example, in groups of four or less multiple Spokesperson roles will have to be taken on by an individual. We appreciate only one SRA can be allocated per Member, however there is something fundamentally unjust when an Opposition

Spokesperson from a larger group receives an allowance circa five times the amount a Spokesperson from our group receives. In monetary terms this values a Spokesperson from our group at 1/5<sup>th</sup> to that of the Opposition Group Spokesperson from the largest Opposition Group, and in one of our group's case, it currently values their contribution at 1/10<sup>th</sup>. Currently the inequality of the Opposition Group Spokesperson SRA's especially disadvantages smaller groups, in no other walk of life would it be deemed acceptable for someone to carry out the exact same role in the same organisation and be treated this differently financially. To be clear, we are not supportive of any increase in the overall budget for the Opposition Spokesperson roles, just advocating for fairness and equality within the existing financial model.

How can it be just that Opposition Spokesperson SRA's are based on group size, when firstly group size has no relevance to the work and duties carried out. And secondly, this is the opposite to how the largest group on the Council is treated. The roles and SRA's held by Cabinet Members, is not based on group size. The largest group at HCC has lost three Members since 2021, but the Spokesperson SRA's haven't reduced, as they would have done for any Opposition Group Spokesperson, in fact allowances have increased. How can it be right that the largest group receive their SRA's without any relevance to the size of their Group, but this rule is then reversed for Opposition Group Spokespeople? We cannot have Opposition Spokesperson SRA's being given based on numbers in a respective group, and at the same time giving a Spokesperson role as a Cabinet member for a respective area, that is not based on numbers within their group. There needs to be an equal and fair policy established that either does or doesn't base SRA's on the size of a group regardless of political affiliation, and a policy that puts the actual roles and responsibilities at the heart of any allocated SRA.



## **Draft written evidence for the 12-month review of Opposition Leader and Opposition Spokespersons' Allowances**

**Member allowances 2022-23**

<https://democracy.hants.gov.uk/documents/s107473/Members%20Allowances%202022-23.pdf>

### **Opposition Group Leader SRA**

Last year, the IRP recommended that The SRA for Opposition Group Leaders should amount to 55% of the SRA for the Leader of the Council, divided proportionally between all Opposition Groups (consisting of two Members or more) according to the number of seats held by that Group on the County Council.

In effect, that meant that the Leader of the LibDem Opposition Group retained an SRA of about 40% of the SRA of the Leader of the Council, as it had been the previous year, The Independent Group and the Labour Group Leaders each had SRAs of about 7% of the SRA of the Leader of the Council.

The Leader of the Council retained an SRA of about 65% of the total paid in Leader SRAs.

Last year, the IRP **noted in particular that the Group Leader role was similar across the board in terms of needing to understand all areas of the Council and represent their Group.**

However, in arriving at their recommendation for the Opposition Group Leader SRA, the IRP did not consider that key finding but addressed only the issue of minimum Group size.

I would hope that this year the IRP may extend their recommendation for the Opposition Group Leader SRA to include that key finding.

As last year, it would be fair to retain the starting points for the SRA of the Leader of the Council and the LibDem Opposition Group Leader (adjusted only in line with the % agreed for Council staff).

**For Independent Opposition Group Leader, the IRP may wish to consider recommending an SRA of 20% of the SRA of the Leader of the Council (that is, half that of the LibDem Opposition Group Leader), and, for the Labour Opposition Group Leader an SRA of 15% of the Leader of the Council (that is, 75% of the Independent Opposition Group Leader – to reflect the relative sizes of these two Groups – four Independent and three Labour).**

## **Opposition Group Spokesperson SRA**

Last year, the IRP were keen to introduce a solution that would remove the need for a minimum Group size for Opposition Group Spokesperson SRA and proposed to mirror the solution recommended for Opposition Group Leader SRAs.

In effect, the proposal is even more unfair than that arrived at for Opposition Group Leader SRA, when the totality of it is assessed.

The net effects are that, looking at the SRAs, including Chairman, Vice-Chairman and Opposition Spokesperson of the five Committees (since January 2023), the total paid would be £118,024. Of that, £85,631 (73%) goes to the Conservative Group, £28,385 (24%) to the LibDem Opposition Group, and £2,004 (<2%) to each of the Independent and Labour Groups.

This distribution is patently unfair, given that £2,004 is removed from each of the Independent and Labour Groups because they must double up and some have two roles, whereas there are sufficient members in the Conservative and Lib Dem Groups for none of them to have more than one role.

As last year, it would be fair to retain the starting points for the SRA of the Chairman and Vice-Chairman and the LibDem Opposition Group Spokesperson on Committees (adjusted only in line with the % agreed for Council staff).

**In line with the proposed IRP recommendation for Opposition Group Leader SRA, for the Independent Opposition Group Spokesman SRA, the IRP may wish to consider recommending an SRA of 20% of the SRA of the Leader of the Council (half that of the LibDem Opposition Group Spokesman SRA), and, for the Labour Opposition Group Spokesman, an SRA of 15% of the Leader of the Council (that is, 75% of the Independent Opposition Group Leader SRA – to reflect the relative sizes of these two Groups – four Independent and three Labour).**

**In addition, the IRP may wish to consider recommending removal of the block on Independent and Labour Opposition Spokespersons having more than one SRA, as that appears again to discriminate against them because of their small sizes compared with the Conservative and LibDem Groups who do not have any SRAs removed because they have sufficient numbers that none of them has more than one role.**

## **Hampshire Pension Fund Panel and Board SRA**

The Chairman and the Vice-Chairman of the Hampshire Pension Fund panel and Board receive SRAs - £13,053 and £3,272, respectively.

Also, Co-opted Scheme Representatives of the Hampshire Pension Fund Panel and Board (including Substitute Co-opted Member) receive SRA of £763.

I joined the Hampshire Pension Fund Panel and Board in October 2021, having been elected in May 2021.

It is the most onerous role on the County Council, as HPFP&B members need to undertake substantial training (**Appendix, Draft Annual Report 2022-2023, page** ), as required by the Pensions Regulator, attend regular HPFP&B meetings and investment manager briefings, attend conferences and seminars relevant to the Local Government Pension Scheme (LGPS), and keep abreast of important development relevant to pension schemes, such as climate change, environmental, social and governance issues, particularly relating to the investments that the £9.5-billion Hampshire Pension Fund holds.

**The IRP may wish to consider recommending a Hampshire Pension Fund Panel and Board SRA to reflect the dedication and commitment required to be effective, over and above what is required in any other role on Hampshire County Council.**

**Cllr Alex Crawford  
Leader, Hampshire Labour Group**

**28 July 2023**

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# Pension Fund Panel and Board continued

It should be noted that internal training sessions, including sessions provided by ACCESS, have greater weight as they cover topics on which the most Panel and Board members have identified a training need.

For Pension Fund Panel and Board and Responsible Investment Sub-Committee meetings, the number of meetings attended is shown against the number of possible meetings for that member.

Conflicts of interest have been managed in accordance with [the County Council's standing orders](#).

Details of the Pension Fund's approach to conflicts of interest in relation to responsible investment and stewardship are set out in the Responsible Investment Policy, which can be found in the [Investment Strategy Statement](#).

Panel and Board member	Pension Fund Panel and Board (meetings)	Responsible Investment Sub-Committee (meetings)	Training sessions	
			Internal (hours)	External (hours)
Cllr Kemp-Gee	3/4	2/2	14	19
Cllr Thacker	4/4	1/2	5	10
Cllr Crawford	3/4		14	46
Cllr Davies	2/2		13	0
Cllr Glen	4/4		15	9
Cllr Cooper	1/1		3	0
Cllr Hiscock	3/4	2/2	15	8
Cllr Joy	3/4		14	3
Cllr Smyth	4/4	2/2	5	28
Cllr Mellor	3/3		13	2
Cllr Mocatta	4/4		5	12
Cllr P Taylor	3/4		3	0
Dr Liz Bartle	2/2		1	0
Dr Cliff Allen	4/4	2/2	11	18
Lindsay Gowland	4/4		6	9
Neil Wood	4/4		14	7
Fiona Hnatow	1/1		0	0
Sarah Manchester (Substitute)	0/2		0	0
Phillip Reynolds (Substitute)	2/2		6	12
Cllr Steve Leggett (Substitute)	1/4		5	12
Cllr Keith House (Substitute)	0/1		0	0
Cllr Drew (Substitute)	0/4		9	7
Cllr K Taylor (Substitute)	0/4		1	6
Cllr Tustain (Substitute)	0/4		1	4

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## **Hampshire Pension Fund Panel and Board – Member’s commitment**

### **Background**

The Hampshire Pension Fund is responsible for the provision of pensions to local government and public sector workers in Hampshire (including Portsmouth and Southampton). There are currently 349 employers in the Fund; including the district and city councils in Hampshire plus employers that were once part of local government such as academy schools, universities, housing associations and charities.

There are over 201,000 scheme members in the Fund, including nearly 53,000 in receipt of pensions.

The Pension Fund is responsible for investing the pension contributions it receives from scheme members and employers to pay pensions in the future. At the Fund’s last year end – 31 March 2023, the value of the Fund’s investments was £9.0bn, making Hampshire the 9th largest Local Government Pension Fund and the 49<sup>th</sup> largest defined benefit fund, including public and private funds, in the UK<sup>1</sup>.

### **Panel and Board responsibilities**

Hampshire is one of the only two of 89 English and Welsh Local Government Pension Funds to have been granted permission by Government to have a joint Panel and Board.

In its role as the Pension Fund Panel for the Hampshire Pension Fund the Pension Fund Panel and Board is responsible for the County Council’s statutory functions as Administering Authority of the Hampshire Pension Fund under the Local Government Pension Scheme Regulations and associated legislation under sections 7, 12 and 24 of the Superannuation Act 1972. This includes dealing with all matters arising that relate to the Hampshire Pension Fund, including a fiduciary duty for the management and investment of the Fund.

In its role as the Pension Board for the Hampshire Pension Fund it is responsible for assisting Hampshire County Council, as the administering authority of the Hampshire Pension Fund, to secure compliance with the Local Government Pension Scheme Regulations 2013 and any other legislation relating to the governance and administration of the Local Government Pension Scheme (‘LGPS), for securing compliance with requirements imposed in relation to the LGPS by the Pensions Regulator and for ensuring the effective and efficient governance and administration of the Hampshire Pension Fund.

The committee meeting requirements are:

- Four meetings a year
- Two Responsible Investment Sub-Committee meetings per year (4 Hampshire County Council Members plus 2 of the co-opted scheme member and employer representatives by annual rotation)
- One annual meeting of the Pension Fund’s employers

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<sup>1</sup> Source: Investments and Pensions Europe, ranking by assets 31/03/2022

- Seven 2-hour on-line briefings from the Pension Fund’s investment managers per year

### **Training requirement**

As a Pension Board in accordance with the Act<sup>2</sup>;

*‘every individual who is a member of a Local Pension Board must:*

- *be conversant with:*
  - *the rules of the LGPS, in other words the Regulations and other regulations governing the LGPS (including the Transitional Regulations, earlier regulations and the Investment Regulations); and*
  - *any document recording policy about the administration of the Fund which is for the time being adopted in relation to the Fund, and*
- *have knowledge and understanding of:*
  - *the law relating to pensions; and*
  - *such other matters as may be prescribed.*

*A Local Pension Board member should be aware that their legal responsibilities begin from the date they take up their role on the Board and so should immediately start to familiarise themselves with the documents as referred to above and the law relating to pensions. In accordance with section 248A, the knowledge and understanding requirement applies to every individual member of a Local Pension Board rather than to the members of a Local Pension Board as a collective group.’*

The training, knowledge and skills requirements are currently stricter for Pension Board’s rather than Pension Committees however the Government is currently consulting<sup>3</sup> on increasing the requirements for Pension Committees.

*‘Pensions expertise is an important criterion for decision making, and there are some factors which may make it harder to acquire that expertise under current structures. Firstly, pensions committees generally have high levels of turnover. Second, members of such committees are not required to complete training and may have no specific expertise in pensions. The outcome of these factors is that expertise may be lower than an equivalent panel of trustees for a private sector scheme, with higher reliance on advisors. Some targeted requirements, specifically on training, would help administering authorities to manage these issues.*

*We propose that each administering authority sets a training policy for committee members. We propose that the administering authority should report regularly on the training undertaken by committee members and whether this is in line with their training policy’.*

Hampshire already produces a training policy for Panel and Board members, based on CIPFA’s Pensions Knowledge and Skills Assessment and reports on the training undertaken each year in the Pension Fund’s Annual Report.

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<sup>2</sup> Section 248a 2004 Pensions Act

<sup>3</sup> Local Government Pension Scheme (England and Wales): Next steps on investments Published 11 July 2023



In general Panel and Board members are expected to participate in the following training:

- internal training provided by officers and external specialists – around 5 hours,
- LGPS online training modules that the committee committed to complete in a year (recorded as internal) – around 12 hours,
- externally provided online and in-person training and seminars that Members can attend independently.

The Panel and Board's training records for 2022/23 as published in the Pension Fund's Annual Report is included in Appendix 1.

### **Payments to Members**

Special responsibility allowances are currently paid to the Chairman and the Vice-Chairman of the Pension Fund Panel and Board (PFPB) – these costs are met by the Pension Fund, as would any further/future allowances paid to committee members.

It should also be noted that the PFPB also has five named substitute councillor members (substitute members are encouraged to attend all meetings and undertake the same level of training and have voting rights in the absence of a PFPB councillor member from the meeting).

In addition, the PFPB has eight co-opted members: four Scheme representatives (one of which is a substitute member) and four Employer representatives (one of which is also a substitute member).

The Scheme representatives are not elected Members and receive an allowance under HCC's Members' Allowances Scheme in respect of Co-opted members of the public.

Three of the Employer representatives are elected Members at other Councils in Hampshire and will be in receipt of an allowance from their respective authorities. The fourth Employer Representative is the 'Other Employer Representative' who has historically been a senior officer from an employer within the Hampshire Pension Fund, who is attending as part of their 'day job', so an allowance has not been payable on that basis.

Hampshire is a member of the ACCESS pool for investment pooling with 10 other Local Government Pension Funds in the south and east of England. Nine of the 10 other funds have responded to confirm that they do not pay specific additional allowances to their pension committee members. The majority have confirmed that they do pay special responsibility allowances to the chairs of their committees, or they are already in receipt of an allowance for another role in the council.

## Appendix 1 – Pension Fund Panel and Board 2022/23 Attendance and Training record

Panel and Board member	Pension Fund Panel and Board (meetings)	Responsible Investment Sub-Committee (meetings)	Training sessions	
			Internal (hours)	External (hours)
Cllr Kemp-Gee	¾	2/2	14	19
Cllr Thacker	4/4	1/2	5	10
Cllr Crawford	¾		14	46
Cllr Davies	2/2		13	0
Cllr Glen	4/4		15	9
Cllr Cooper	1/1		3	0
Cllr Hiscock	¾	2/2	15	8
Cllr Joy	¾		14	3
Cllr Smyth	4/4	2/2	5	28
Cllr Mellor	3/3		13	2
Cllr Mocatta	4/4		5	12
Cllr P Taylor	¾		3	0
Dr Liz Bartle	2/2		1	0
Dr Cliff Allen	4/4	2/2	11	18
Lindsay Gowland	4/4		6	9
Neil Wood	4/4		14	7
Fiona Hnatow	1/1		0	0
Sarah Manchester (Substitute)	0/2		0	0
Phillip Reynolds (Substitute)	2/2		6	12
Cllr Steve Leggett (Substitute)	¼		5	12
Cllr Keith House (Substitute)	0/1		0	0
Cllr Drew (Substitute)	0/4		9	7
Cllr K Taylor (Substitute)	0/4		1	6
Cllr Tustain (Substitute)	0/4		1	4

AT A MEETING of the Independent Remuneration Panel of HAMPSHIRE COUNTY COUNCIL held at the Castle, Winchester on Thursday, 7<sup>th</sup> September, 2023

In attendance:

Martin James (Chairman), Julia Abbott, David Heck, Pinky Kwok and Rosemary Lynch

Also in attendance: Councillors Roz Chadd, Adrian Collett, Keith House and Rob Humby.

The Chairman welcomed everyone present to the meeting and introductions were made.

**1. Apologies**

All members of the Panel were present.

NB: Councillor Alex Crawford has made a submission for Item 6 on the agenda but was unable to attend the meeting and sent his apologies.

**2. Declarations of Interest**

Members were mindful that where they believed they had a Disclosable Pecuniary Interest in any matter considered at the meeting they must declare that interest at the time of the relevant debate and, having regard to the circumstances described in Part 3, Paragraph 1.5 of the County Council's Members' Code of Conduct, leave the meeting while the matter was discussed, save for exercising any right to speak in accordance with Paragraph 1.6 of the Code. Furthermore Members were mindful that where they believed they had a Non-Pecuniary interest in a matter being considered at the meeting they considered whether such interest should be declared, and having regard to Part 5, Paragraph 2 of the Code, considered whether it was appropriate to leave the meeting whilst the matter was discussed, save for exercising any right to speak in accordance with the Code.

**3. Minutes of previous meeting**

The minutes of the meeting held on 6 October 2022 were confirmed as a correct record and signed by the Chairman.

**4. Deputations**

No deputations had been received.

## 5. **Chairman's Announcements**

The Chairman noted that since the Panel had last met Barbara Beardwell, former Head of Law & Governance had retired from the organisation. The Panel extended their thanks for the support they had received from Barbara.

## 6. **Members' Allowances Scheme: Review of Special Responsibility Allowances**

The Panel considered the report of the Director of People and Organisation to inform a review of some Special Responsibility Allowances (SRAs) together with a request for an additional SRA.

### Deputy Leader of the County Council SRA – 12 month review:

The Panel considered the submission detailing the work the Deputy Leader of the County Council had carried out in the preceding 12 months (Appendix 2 to the report).

The Panel were of the view that the information provided justified the current SRA.

### Opposition Group Leader and Opposition Group Spokespersons' SRAs – 12 month review:

The Panel considered the submissions of the Leader of the Independent Group and the Leader of the Labour Group (Appendices 3a and 3b to the report).

The Panel reflected on the principal argument set out in the submission that there was no difference between the roles depending on size of group. The Panel were of the view that there was a direct correlation between the role of Opposition Group Leader and Opposition Group Spokesperson and the size of the political group. In essence for a political group comprising four members, the effort required in coalescing views would be less than a political group comprising 30 members. Furthermore, the Panel were of the view that the position was a direct result of the proportionality rules therefore, a political group comprising four or less members would not have as much sway as a political group comprising 17 members.

In regard to the argument that a member of a smaller political group sitting on two Select Committees as the Group Spokesperson has twice as much work, the Panel were of the view that if a member is appointed to two committees as the only member representing their political group, by definition they will be the Group Spokesperson.

The Panel's recommendation at their last meeting on 6 October 2022, subsequently agreed by the full Council, benefited both the Independent and

Labour political groups by introducing both Opposition Leader and Opposition Spokespersons' allowances.

On this occasion, the Panel were of the view that the evidence provided did not warrant an increase to the current SRA.

Pension Fund Panel and Board Member Responsibilities:

The Panel considered the request for a new Special Responsibility Allowance for the members of the Pension Fund Panel and Board due to the complexity of the matters considered by this committee and the level of training required.

The Panel recognised that pensions are a complicated subject, however the Board was supported by experienced officers and external Fund Managers. All committees and panels of the County Council have an associated time commitment, many of which involve technical and legislative issues together with training, such as the Regulatory Committee. Overall, the Panel considered that the information provided did not warrant the introduction of a new SRA to the Members' Allowances Scheme.

In conclusion the Panel recommended to the Employment in Hampshire County Council (EHCC) Committee:

- a) That there be no change to the current SRA for the Deputy Leader of the County Council.
- b) That there be no change to the level of SRAs for the Opposition Group Leaders and the Opposition Group Spokespersons' allowances.
- c) That an SRA for members of the Pension Fund Panel and Board was not appropriate.

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Management Team (CMT) accountable for our statutory responsibilities in relation to the children of our county as well as collectively accountable for the wider leadership of the whole organisation.

6. The role of Deputy Director of Children's Services is required to cover the statutory responsibilities of the Director in their absence as well as sharing the leadership responsibilities of the directorate. The post holder forms part of the Council's Chief Officers Group.
7. A Member Appointment Panel was held on 28 September 2023, in accordance with Standing Orders, in relation to both posts.
8. The panel was Chaired by Cllr Edward Heron, supported by Cllr Rob Humby, Cllr Roz Chadd and Cllr Adrian Collett. In attendance was Carolyn Williamson, Head of Paid Service, Jonathan Clare, Independent Expert Advisor from Berwick Partners and Jac Broughton, Director of People and Organisation.
9. Stuart Ashley, via unanimous agreement, was appointed Director of Children's Services.
10. Steph How, again via unanimous agreement, was appointed Deputy Director of Children's Services.
11. Both will take up post with immediate effect.

### **Consultation and Equalities**

12. It is not envisaged that an Equalities Impact Assessment will be required for any of the updates included in this paper.

### **Climate Change Impact Assessment**

13. The Council's carbon mitigation tool and climate change adaption tools are not applicable to the changes detailed in this paper.

### **Conclusions**

14. The senior management adjustments set out in this paper take full advantage of the exceptional skills and talent already available at a senior level within Hampshire County Council.



15. The new arrangements will ensure that the Council continues to have the necessary capacity and capability at the required level and ensures essential stability and continuity in respect of critical statutory functions at a time of significant challenge.

**REQUIRED CORPORATE AND LEGAL INFORMATION:**

**Links to the Strategic Plan**

This does not link to the Strategic Plan but potentially impacts the County Council's workforce strategy.

**Other Significant Links**

<b>Direct links to specific legislation or Government Directives</b>	
<u>Title</u>	<u>Date</u>
None	

<b>Section 100 D - Local Government Act 1972 - background documents</b>	
<b>The following documents discuss facts or matters on which this report, or an important part of it, is based and have been relied upon to a material extent in the preparation of this report. (NB: the list excludes published works and any documents which disclose exempt or confidential information as defined in the Act.)</b>	
<u>Document</u>	<u>Location</u>
None	

## **EQUALITIES IMPACT ASSESSMENT:**

### **1. Equality Duty**

The County Council has a duty under Section 149 of the Equality Act 2010 ('the Act') to have due regard in the exercise of its functions to the need to:

- Eliminate discrimination, harassment and victimisation and any other conduct prohibited by or under the Act with regard to the protected characteristics as set out in section 4 of the Act (age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation);
- Advance equality of opportunity between persons who share a relevant protected characteristic within section 149(7) of the Act (age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation) and those who do not share it;
- Foster good relations between persons who share a relevant protected characteristic within section 149(7) of the Act (see above) and persons who do not share it.

Due regard in this context involves having due regard in particular to:

- The need to remove or minimise disadvantages suffered by persons sharing a relevant protected characteristic that are connected to that characteristic;
- Take steps to meet the needs of persons sharing a relevant protected characteristic that are different from the needs of persons who do not share it;
- Encourage persons sharing a relevant protected characteristic to participate in public life or in any other activity in which participation by such persons is disproportionately low.

### **2. Equalities Impact Assessment:**

Equality objectives are not considered to be adversely affected by proposals in this report and it is not envisaged that an Equalities Impact Assessment will be required.

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