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**Nottingham
City Council**

Nottingham City Council Appointments and Conditions of Service Committee

Date: Tuesday, 2 March 2021

Time: 2.00 pm

Place: Remotely via Zoom – <https://www.youtube.com/user/NottCityCouncil>

Councillors are requested to attend the above meeting to transact the following business

Director for Legal and Governance

Governance Officer: Mark Leavesley

Direct Dial: 0115 876 4302

- 1 Apologies for absence**
- 2 Declarations of interests**
- 3 Minutes** 3 - 4
Last meeting held on 19 February 2021 (for confirmation)
- 4 Workplace Parking Charge increase** 5 - 12
Report of Strategic Director for Neighbourhood Services
- 5 Exclusion of public**
To consider excluding the public from the meeting during consideration of the remaining item in accordance with Section 100A of the Local Government Act 1972, on the basis that having regard to all the circumstances, the public interest in maintaining the exemption outweighs the public interest in disclosing the information
- 6 Exempt minutes** 13 - 14
Last meeting held on 19 February 2021 (for confirmation)

If you need any advice on declaring an interest in any item on the agenda, please contact the Governance Officer shown above, if possible before the day of the meeting

Citizens are advised that this meeting may be recorded by members of the public. Any recording or reporting on this meeting should take place in accordance with the Council's policy on recording and reporting on public meetings, which is available at www.nottinghamcity.gov.uk. Individuals intending to record the meeting are asked to notify the Governance Officer shown above in advance.

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Nottingham City Council

Appointments and Conditions of Service Committee

Minutes of the meeting held remotely and livestreamed on YouTube on 19 February 2021 from 2.00 pm - 2.55 pm

Membership

Present

Councillor Dave Liversidge (Chair)
Councillor Eunice Campbell-Clark
Councillor Sam Webster
Councillor Hassan Ahmed (Vice Chair)
Councillor Kevin Clarke
Councillor Rebecca Langton
Councillor David Mellen
Councillor Sam Webster

Absent

Councillor Sally Longford

Colleagues, partners and others in attendance:

Mel Barrett - Chief Executive
Elaine Harrison - Employee Relations Consultant
Richard Henderson - Director of HR and Customer
Jo Hill - Employee Relations Specialist
Mark Leavesley - Governance Officer

25 Apologies for absence

Councillor Longford – other Council business

26 Declarations of interests

None.

27 Minutes

The Committee agreed the minutes of the meeting held on 05 January 2021 as a correct record and they were signed by the Chair.

28 Early retirement monitoring report 2019-20

Jo Hill, Employee Relations Specialist, presented the report, which detailed the number, type and pension strain cost of early retirements for the period 1 April 2019 to 31 March 2020.

Resolved to note the report.

29 Pay Policy Statement 2021-22

Elaine Harrison, HR Consultant, presented the report, which detailed the Council's Pay Policy Statement 2021/22.

It was stated that under the Localism Act, the statement must be approved by a meeting of Full Council by no later than March each year and, as such, this report will be considered at a Council meeting being held in March 2021.

The Committee stated that while it was pleasing to note that Nottingham, when compared to most other Core Cities, had a lower pay difference gap, the Council could not be complacent about the gender pay gap and needed to continue to work towards a real balance. Also, although it met the national living wage, it needed to work towards a more realistic 'living wage'.

Resolved to note the Pay Policy Statement 2021/22 and that it will be considered at Full Council on 08 March 2021.

30 Exclusion of the public

The Committee agreed to exclude the public from the meeting during consideration of the remaining item in accordance with Section 100A(4) of the Local Government Act 1972 on the basis that having regard to all the circumstances, the public interest in maintaining the exemption outweighed the public interest in disclosing the information, as defined in Paragraphs 1, 2, 3, 4 and 5 of Part 1 of Schedule 12A to the Act.

31 Revised high-level structure 2021

Mel Barrett, Chief Executive, presented the report, which detailed proposed changes to the senior officer leadership structure.

Resolved to approve the recommendations in the report, as detailed in the exempt minutes.

Agenda Item 4

Appointments and Conditions of Service Committee - 02 March 2021

Title of paper:	Workplace Parking Charge Increase	
Directors:	Dave Halstead Strategic Director for Neighbourhood Services	Wards affected: All
Report authors and contact details:	Nigel Hallam, WPL Service Manager 07764 807180 Su Justice, WPL Senior Officer 0115 87 64384	
Other colleagues who have provided input:	Jason Gooding, Head of Parking Fleet & Transport	
Relevant Council Plan Key Theme:		
Nottingham People		<input type="checkbox"/>
Living in Nottingham		<input type="checkbox"/>
Growing Nottingham		<input checked="" type="checkbox"/>
Respect for Nottingham		<input type="checkbox"/>
Serving Nottingham Better		<input type="checkbox"/>
Summary of issues (including benefits to citizens/service users):		
<p>The deficit in the administration of the Councils' WPL liability and the revenue raised from the WPC scheme is forecast to be approximately £158,000 by the end of 2021/2022. Additionally, the WPC deficit has been highlighted as a financial pressure as part of the Council budget process.</p> <p>As from 01/04/2021, the annual cost of a workplace parking place under the WPL scheme will increase to £428, this is a rise of £4 and is as per the November 2020 Retail Price Index 0.9% rate of inflation published in December 2020. The 0.9% increase amounts to an additional liability to NCC of £3,159.</p> <p>This report makes recommendations, which, if implemented on 1 April 2021, would largely offset the effect of the above WPL increase and broadly maintain the expected WPL/WPC deficit for 2021/2022 at approximately £158,000.</p>		
Recommendations:		
1	That Committee approve an increase to the WPC City rates by 0.9% in line with the annual WPL RPI increase, effective from 1 April 2021.	
2	That Committee approve an increase to the WPC Neighbourhood rate from 1.28% to 1.29% in line with 0.9% annual WPL RPI increase, effective from 1 April 2021.	

1 Reasons for recommendations

- 1.1 From 01/04/2021 the cost of a WPL workplace parking place is £428 p.a. the Council's WPL liability will be an estimated £338,000 in 2021/22.
- 1.2 The price increase is not expected to have a material adverse impact on the uptake in the WPC scheme therefore NCC's WPC/WPL deficit (the difference between those paying into the scheme and NCC's WPL liability) will remain broadly in line with the current projection.
- 1.3 If the recommendations are implemented on 01/04/2021 then the extra revenue generated by the WPC scheme in 2021/22 is estimated at £2,286

2 Background

- 2.1 The price increase proposal went to JTUC on 03/02/2021 and was discussed with the Unions at Central Panel on 18/02/2021

3 Other options considered in making recommendations

- 3.1 Not to increase the WPC - rejected, as it will increase the WPL v WPC deficit further.

4 Finance comments

- 4.1 Under the Workplace Parking Levy scheme NCC is required to pay for each liable parking space at NCC premises and maintained schools. This cost is mitigated through the Workplace Parking Charge scheme which raises income through staff payroll deductions and pay on foot charging. The income raised by the WPC scheme does not cover the cost of NCC's WPL Liability.
- 4.2 This increase to the WPC rates will not cover the full cost of increase in NCC's WPL liability following the increase in the WPL licence cost.
- 4.3 A reasonable best case forecast for the 2021/22 estimates the net cost to NCC for the WPC scheme is c. £158,000. Against a net budget of £137,000, this leaves a forecast pressure to the Councils' General Fund of c. £21,000. Should the increase to the WPC rates not be approved it will result in an increase in the pressure to the Councils' budget.
- 4.4 The WPL liability and WPC income forecasts have been prepared based on assumptions of how staff will return to the workplace following the easing of national Coronavirus restrictions.

Matthew Connell – Senior Commercial Business Partner (18/01/2021)

5 Legal and Procurement comments.

- 5.1 It is recommended that appropriate consultation takes place with the Council's trade unions with regard to the proposed percentage increase and that any changes take account of, and are applied in accordance with, terms and conditions of existing Workplace Parking arrangements with current employees.

Aman Patel – Solicitor, Commercial, Employment and Education Team (22/01/2021)

6 Strategic Assets & Property colleague comments

6.1 N/A

7 Equality Impact Assessment (EIA)

7.1 An EIA is attached as appendix C.

8 List of background papers other than published works or those disclosing confidential or exempt information

8.1 None.

9 Published documents referred to in compiling this report

9.1 None.

Appendix A - City scheme proposed monthly charges effective 01/04/2021

2020/21 Pay Grades – City Scheme Charges effective 01/04/2021			Current rates	Rate* effective 01/04/2021	Total monthly price increase
A	A1	£17,842	£39.15	£39.50	£0.35
	A2	£17,940			
B	B1	£18,198	£39.15	£39.50	£0.35
	B2	£18,562			
C	C1	£18,933	£52.20	£52.67	£0.47
	C2	£19,312			
D	D1	£19,698	£52.20	£52.67	£0.47
	D2	£20,493			
E	E1	£22,183	£70.61	£71.25	£0.64
	E2	£23,541			
F	F1	£25,991	£70.61	£71.25	£0.64
	F2	£27,741			
G	G1	£29,577	£70.61	£71.25	£0.64
	G2	£31,346			
H	H1	£33,782	£75.81	£76.49	£0.68
	H2	£35,745			
I	I1	£38,890	£75.81	£76.49	£0.68
	I2	£40,876			
J	J1	£43,857	£75.81	£76.49	£0.68
	J2	£45,859			
K	K1	£48,847	£78.45	£79.16	£0.71
	K2	£50,843			
SLMG 6-3	Min	£53,392	£81.40	£82.13	£0.73
	Max	£68,990			
SLMG 2 and above	Min	£74,264	£85.31	£86.08	£0.77
	Max	£92,828			

* Based on full-time membership

Appendix B - Neighbourhood scheme proposed monthly charges effective 01/04/2021

2020/21 Pay Grades - Neighbourhood Scheme Charges effective 01/04/2021			Current rates	New rates* effective 01/04/2021	Total monthly price increase
A	A1	£17,842	£19.03	£19.18	£0.15
	A2	£17,940	£19.14	£19.29	£0.15
B	B1	£18,198	£19.41	£19.56	£0.15
	B2	£18,562	£19.80	£19.95	£0.15
C	C1	£18,933	£20.19	£20.35	£0.16
	C2	£19,312	£20.60	£20.76	£0.16
D	D1	£19,698	£21.01	£21.17	£0.16
	D2	£20,493	£21.86	£22.03	£0.17
E	E1	£22,183	£23.66	£23.85	£0.19
	E2	£23,541	£25.11	£25.31	£0.20
F	F1	£25,991	£27.72	£27.94	£0.22
	F2	£27,741	£29.59	£29.82	£0.23
G	G1	£29,577	£31.55	£31.79	£0.24
	G2	£31,346	£33.44	£33.70	£0.26
H	H1	£33,782	£36.03	£36.32	£0.29
	H2	£35,745	£38.13	£38.43	£0.30
I	I1	£38,890	£41.48	£41.81.	£0.33
	I2	£40,876	£43.60	£43.94	£0.34
J	J1	£43,857	£46.78	£47.15	£0.37
	J2	£45,859	£48.92	£49.30	£0.38
K	K1	£48,847	£52.10	£52.51	£0.41
	K2	£50,843	£54.23	£54.66	£0.43.

* Based on full-time membership

Appendix C

Equality Impact Assessment Form

Title:	Workplace Parking Charge (WPC) Scheme – Price Increase proposal
Author (assigned to Pentana):	Nigel Hallam
Director:	Dave Halstead
Department:	WPL
Service Area:	Parking Services
Contact details:	0115 8765653
Strategic Budget EIA: Y/N	No
Exempt from publication Y/N	<p>Yes</p> <p>This report is exempt from publication under paragraph 4 and 5 of Schedule 12A to the Local Government Act 1972 because it contains information relating to consultation and negotiations or contemplates consultations or negotiations with the trade unions in connection with labour relations matters arising between the authority and employees of the authority including terms and conditions of service and it contains information in respect of which legal professional privilege could be maintained in legal proceedings and, having regard to all the circumstances, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.</p> <p>It is not in the public interest to disclose this information because of the sensitive nature of the consultation with trade unions it envisages and that it contains legal advice subject to legal professional privilege.</p>

2. Document Amendment Record

Version	Author	Date	Approved
V10.0	Nigel Hallam	16/10/18	
V14.0	Phil Barsby	03/02/20	

3. Contributors/Reviewers

Name	Position	Date
Nigel Hallam	Workplace Parking Levy Service Manager	16/10/18
Nigel Hallam	Workplace Parking Levy Service Manager	04/01/19
Nigel Hallam	Workplace Parking Levy Service Manager	03/02/20
Suzanne Justice	Workplace Parking Levy Senior Officer	19/01/21

Assessment

1. Brief description of proposal / policy / service being assessed

The Workplace Parking Levy (WPL) is a congestion charge and is intended to help reduce the growth in congestion across the city, as well as generating a revenue stream for the funding of major transport infrastructure schemes such as NET Phase Two (tram extension) and other accessible transport provisions. As Nottingham City Council pays the WPL charge, a scheme was introduced in 2011 to recoup some of the costs from those employees who choose to travel by car and park on City Council premises, this scheme is the Workplace Parking Charge (WPC). There is a substantial deficit between the Council's WPL liability and what is generated via the WPC scheme, the deficit is expected to be circa £158,000 by the end of 2020/21.

There are two proposals being presented to ACOS to avoid the deficit increasing following the 0.9% RPI increase in the WPL charge from 1 April 2021.

1. Increase the WPC City rates by 0.9% in line with the annual WPL RPI increase as from 1 April 2021.
2. Increase the WPC Neighbourhood rate from 1.28% to 1.29% in line with the 0.9% annual WPL RPI increase as from 1 April 2021.

Information used to analyse the effects on equality:

The WPC scheme applies to all NCC employees who park on City Council premises regardless of sex, age, race, religion, sexual orientation, transgender or marital status.
The WPC neighbourhood rate is based on a percentage of salary so those earning more will pay more.

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